



【800～1200万円】Finance and Administrative Manager

【北海道富良野】外資系ホテルでの募集です。労務・労政のご経験のある方は歓迎で…

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

【北海道富良野】外資系ホテル

Job ID

1571631

Industry

Hotel

Company Type

International Company

Job Type

Permanent Full-time

Location

Hokkaido

Salary

8 million yen ~ 12 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】週休二日制

Refreshed

February 6th, 2026 23:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2238254】

富良野で初めてのインターナショナルホテルにて、財務・総務マネージャーを募集しています。

総支配人に直接報告し、ホテル事業の財務および管理管理を監督するホテルチームの重要なメンバーとなります。

財務マネージャーはJGAAPとホテル統一システムに従って適切な簿記と財務報告を維持する責任があります。

また、ホテルおよび事業体のオペレーションリスクを最小限に抑えるためのオペレーションコントロールおよびモニタ

リングメカニズムの確立にも責任を負います。

また、人事、エンジニアリング、IT、一般事務など、バックオフィス管理業務にも責任を負います。

財務・総務マネージャーはホテルの財務管理者であり、ホテルの予算、資金管理、運営実績報告、会計、保険、税金、給与、その他関連事項の処理・管理を担当します。

銀行口座、FFE準備金、WACCのキャッシュフローの維持・管理など、実践的なアプローチが求められます。

- ・ホテルの管理会計
- ・ホテル会計・財務知識
- ・月末リポート（財務3表）、仕分けなど
- ・在庫管理
- ・その他

Required Skills

- ・ホテル会計・財務知識（★会計基準：USALI）
- ・Excel・システムに慣れている方
- ・現場理解のある方
- ・コミュニケーション能力の高い方
- ・経営視点（短期PL+中長期価値）

■Skills and expertise

University degree in accounting finance economics business management real estate investment or any subject with a particularly strong focus on financial reporting and data analytics.

Minimum 5 years hotel experience working in a similar role in the areas of finance general affairs cost control accounting is mandatory

Highly competent with the JGAAP and Hotel Uniform System of accounts Japan tax laws and labour regulations

Bilingual highly proficient in both Japanese and English

Strong work ethics hands on and a can do attitude is essential

Organisational skills and dealing with external third parties vendors business partners tenants and leasing companies

Good written and verbal communication skills with the ability to present Hotel performance and budget to owning entity

Ability to lead as part of the management team and also work closely with other departments as part of a team

IT competent and highly proficient in the use of MS Office 365 Excel Word Powerpoint Outlook

Experience in working with Japanese PMS POS purchasing and inventory control accounting system payroll system

For the administrative duties he/she oversees the management of personnel and general affairs. This includes keeping up with labour regulations employee hiring trends health and safety controls employee regulations and implementation at the Hotel.

Personnel tasks include creating employee regulations handbook conducting staff orientation staff training conducting annual performance evaluation staff surveys and social activities for the Hotel staff.

A key task is also in maintaining a good and happy working environment for the Hotel employees.

He/she is also responsible for providing and distributing internal information and announcements to the rest of the Hotel team and support each department with their resource level and management of their staff.

Oversee the staff housing administration and management.

Company Description

ご紹介時にご案内いたします