



## Finance Analyst

### Job Information

**Hiring Company**

Tenneco Japan Ltd.

**Job ID**

1572363

**Industry**

Automobile and Parts

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Kanagawa Prefecture, Yokohama-shi Naka-ku

**Train Description**

Yokohama City Subway Blue Line, Sakuragicho Station

**Salary**

6 million yen ~ 9 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00~17:15 (休憩60分)

**Holidays**

土日

**Refreshed**

January 20th, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Position Summary**

**Position Summary:**

This position is engaged in monthly/annual bookkeeping, closing, tax accounting and other general accounting. Also, responsibilities cover financial reporting including but not limited to budgeting, forecasting, project analysis, cost allocation, fixed assets control and other F&A assignments.

**Major Duties and Responsibilities:**

- Monthly/Quarterly/Annual bookkeeping and closing
- Support the shared service team for updating routine accounting tasks and facilitate their communication with other departments/ external parties
- Financial reporting with variance analysis for Actual vs. Budget/Forecast
- Provide the business supportive data and variance analysis to other departments
- Budget and forecast development
- Cash flow analysis and improvement actions
- Financial analysis such as CAPEX and assessment for new investment
- Financial Internal control and responding to internal/ external audits
- Documentation of accounting policy and procedure
- Payment to employees/ service providers
- Settlement of internal transaction with foreign group companies
- Provide support to manufacturing plant bookkeeping and closing/ cost accounting
- Support Japan finance team for corporate tax, consumption tax and transfer tax related works
- Perform other duties as required

**雇用形態**

契約期間：期間の定めなし

試用期間：あり（3ヶ月）試用期間中の労働条件の変更なし

**勤務地**

横浜市中区、週 1 日在宅勤務可

受動喫煙対策：喫煙室設置

**勤務時間**

9:00～17:15（休憩60分）

フレックスタイム制度

**休日休暇**

土日祝日、夏季、年末年始 年間休日128日

年次有給休暇（入社半年経過後10日付与、最大25日）

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**Required Skills****【必須（MUST）】**

- At least 3 years work experience in Accounting/Finance
- Bookkeeping and closing experience
- Knowledge of US GAAP and/or IFRS preferred
- Experience in Budgeting, Actual / Forecast, and Variance analysis
- Knowledge of SOX internal control preferred
- Experience In using ERP (SAP preferred)
- Excellent computer skill (Excel / Word / Power Point)
- Excellent communication skill in English and Japanese
- Working experience in manufacturing industry preferred
- Working experience with foreign companies preferred

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**Company Description**