



## Office & Finance Assistant

**Hybrid role (2 days in Tokyo office)**

### Job Information

**Hiring Company**

[Custom Media K.K.](#)

**Subsidiary**

Custom Media KK

**Job ID**

1574515

**Division**

Finance & Administration

**Industry**

Advertising, PR

**Company Type**

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

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Hibiya Line, Kamiyacho Station

**Salary**

3.5 million yen ~ 5 million yen

**Work Hours**

9:30am - 6:30pm, Monday to Friday

**Holidays**

Saturdays and Sundays, National Holidays and Paid Vacation

**Refreshed**

February 20th, 2026 15:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

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**Job Description**

Custom Media is an award-winning integrated marketing agency based in central Tokyo. We are seeking a reliable, detail-oriented, and proactive Finance & Office Assistant to support our financial operations and office administration.

This is a hybrid role suited to someone who enjoys variety, takes ownership of their work, and can manage both numbers and day-to-day office coordination with confidence.

**The Job:**

This position supports both finance operations and office/administrative functions. The role is hybrid, requiring at least two days per week working from our Kamiyacho office.

The ideal candidate will be a native Japanese speaker with a good command of English and over three years of office administrative experience.

**Job Description:****Key Responsibilities****Finance & Accounting Support**

- Manage **Accounts Payable and Accounts Receivable**, including:
  - Processing vendor invoices and payments in coordination with our outsourced accounting partner
  - Issuing and processing client invoices
- Assist with **bank and account reconciliations**
- Handle **staff expense claims** and manage petty cash reporting
- Provide general administrative support to the finance function, including filing, documentation, and responding to internal inquiries
- Support day-to-day financial operations as needed

**Office Administration & HR Support**

- Manage incoming and outgoing communications, including phone calls and postal mail
  - Maintain office supplies inventory and coordinate ordering
  - Support **HR-related administration**, including:
    - Coordinating onboarding processes for new hires
    - Liaising with the outsourced accounting firm on HR documentation (health insurance, pension, etc.)
    - Assisting foreign employees with visa-related document preparation
  - Run office-related errands when required (e.g., bank, tax office, law office)
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**Required Skills****Experience & Education**

- Bachelor's degree
- **3+ years of relevant experience** in finance administration, office administration, or a similar role
- Experience working in a **multicultural environment** is highly valued

**Skills & Competencies**

- **Language:** Native Japanese fluency is essential, with a good command of English
- **Organization & Accuracy:** Strong attention to detail, excellent numeracy, and the ability to prioritize and manage multiple tasks
- **Technical Skills:**
  - Proficiency in Microsoft Office and Google Workspace
  - Strong Excel skills (VLOOKUPS and Pivot Tables are a plus)
  - Experience using accounting software
- **Work Style:**
  - Proactive, flexible, and quality-oriented
  - Able to work independently while collaborating effectively with the team
  - Positive and constructive under pressure

**Team Fit**

- A collaborative team player who is open to feedback and willing to share ideas
  - Professional, dependable, and service-minded
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**Company Description**