



Finance Manager

English workplace in beautiful location

Job Information

Hiring Company

[Harrow International School Appi](#)

Subsidiary

Harrow International School Appi, Japan

Job ID

1581529

Division

Non-Academic

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Iwate Prefecture, Hachimantai-shi

Salary

6 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours per week

Holidays

40 days per year (all leave including national holidays)

Refreshed

June 1st, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Ensure accurate and compliant accounting records, adhere to approval policies, conduct functional reviews on financial documents, provide timely reports and analysis, and review monthly reconciliations:

- Ensure accurate and complete accounting records in compliance with statutory requirements, accounting standards, and school financial policies.
- Ensure the school and group approval guides and policies are being followed
- Conduct functional review on all contracts and documents with financial implication:
- Provide timely and accurate financial reports and analysis, including management accounts, statutory reports, cash flow forecasts, budgets, and forecasts.
- Review monthly account reconciliations and monitor long-term outstanding items.

Develop and improve financial controls and systems to enhance operational efficiency and accuracy:

- Develop, implement, and continuously enhance internal control policies, financial systems, and standard operating procedures.
- Drive process improvements to enhance efficiency, effectiveness and accuracy in daily finance operations.

Oversee daily accounting, team supervision, fixed assets, and budget tracking to ensure accuracy and resolve issues:

- Oversee daily accounting operations, including accounts receivable, accounts payable, and treasury functions.
- Supervise finance team members and review vouchers, postings, and reconciliations in the ERP system.
- Oversee fixed asset management including completeness and accuracy of fixed assets, registers, and ensure proper recording of depreciation, disposal and written off.
- Support budget tracking for departments and resolve booking/financial issues promptly.

Manage treasury, tax compliance, and foreign exchange to ensure sound financial positioning and timely submissions:

- Perform treasury management and monitor financial positions.
- Manage tax compliance, tax planning, and foreign exchange control matters.
- Ensure timely submission of tax declarations.

Manage construction project finances, including cost reviews and payment processing:

- Manage financial aspects of construction or set-up projects, including cost reviews and payment processing.

Liaise with internal and external stakeholders to coordinate audits and ensure timely submission of all statutory reports and declarations:

- Work closely and liaise with school departments, headquarter, government authorities, auditors, and external partners.
- Coordinate internal, external and government audits and ensure timely submission of tax declarations and statutory reports.

Required Skills

Education:

- Bachelor's degree in Accounting, Finance or Financial Management preferred.

Qualifications:

- Qualified/certified accountant.
- CPA or ACCA is preferred

Knowledge:

- In-depth understanding of Japanese accounting principles, regulatory requirements, tax policies, and International Financial Reporting Standards (IFRS).
- Proficient in developing and improving internal control policies and procedures.
- Excellent analytical and problem solving skills with high attention to details
- Hands-on expertise in managing tax and foreign exchange control matters with government authorities.
- Proficient in Microsoft Office (advanced Excel skills) and ERP or integrated accounting systems, preferably Microsoft Dynamics 365 and ISAMS.
- Fluency in Japanese essential, with intermediate level English required.

Experience:

- 8–13 years of professional experience in accounting, financial controls, and treasury management, including at least 3 years in a managerial role.
- Experience in international audit firms is preferred.

Benefits

- Heavily subsidised accommodation provided
- Annual bonus of up to one months' salary

- Winter sports equipment and lift passes provided
- Free use of resort facilities including onsen
- Free use of school facilities e.g. pool, gym etc
- Return shinkansen tickets to Tokyo
- Meals provided during term time

Company Description