



Understanding People

Finance Manager ファイナンスマネージャー - Professional Services

Global law firm brand, ¥10M–¥14M salary

Job Information

Recruiter

Specialized Group

Job ID

1589717

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 7th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Finance Manager ファイナンスマネージャー - Professional Services (Hybrid, 10-14m JPY)

Our client, a leading progressive global law firm with over 200 years of history, is seeking a Finance Manager for their Japan office. This role offers the opportunity to manage all aspects of financial operations and strategy, working closely with senior management to ensure effective financial practices. The position offers a competitive salary range of 10-14 million JPY and a hybrid work setup.

Key Responsibilities:

- Manage Japan finance function, including financial management and control
- Guide Office Managing Partner on finance-related matters
- Oversee monthly closing process with Global Financial Management team
- Manage staff reimbursement, vendor payment, and payroll processes
- Prepare monthly management accounts, including profit and loss

- Oversee time and billing processes, ensuring timely client billing
- Manage banking relationships and prepare cash flow forecasts
- Improve efficiency of finance operation processes

Qualifications:

- Qualified accountant with 10-15 years in professional services
- Solid knowledge in accounting, accruals, prepayment, local tax, reporting
- Experience with Elite 3E, TM1
- Fluent in English and Japanese
- Experience in multi-currency accounting
- Strong Excel skills
- Experience managing banking relationships and cash flow forecasting

Company Description