



Understanding People

AP Manager, FMCG APマネージャー、FMCG - Accounts Payable |9-11m JPY

Hybrid work arrangement,9–11M JPY salary

Job Information

Recruiter

Specialized Group

Job ID

1591418

Industry

Daily Necessities, Cosmetics

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 11th, 2026 20:19

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

AP Manager, FMCG APマネージャー、FMCG - Accounts Payable (9-11m JPY, Hybrid)

Our client, a company in the FMCG industry, is seeking an AP Manager for a hybrid role with a competitive salary of 9-11 million JPY. This position offers the opportunity to lead and oversee accounts payable operations, ensuring compliance and efficiency across corporate divisions and brand business units.

Key Responsibilities:

- Lead accounts payable, T&E processing, and disbursements
- Coordinate monthly/quarterly/annual AP closing activities
- Analyze and monitor accounts payable data and present reports
- Maintain internal control and safeguards for procure-to-pay cycle
- Develop and implement policies for internal controls and payment accuracy
- Supervise accounts payable group to meet reporting deadlines

- Serve as liaison to regional and NY offices for AP matters
- Assist in budgeting by identifying expense variances and forecasting cash outflows
- Resolve inter-divisional procurement and payment workflow issues
- Anticipate and address cross-divisional risks related to cash outflows
- Motivate AP team to enhance commitment and operational excellence

Qualifications:

- 5+ years experience in accounting or finance
- Knowledge of Japan/US GAAP and financial reporting
- Proficiency in SAP or other major ERP systems
- Excellent communication skills in Japanese and English
- Experience in FMCG industry is preferred but not mandatory

Company Description