



Finance & Administration Manager / 経理・総務マネージャー

Own it. Global role. Small team. Tokyo.

Job Information

Recruiter

[Fromhome GK](#)

Job ID

1593470

Division

Accounting

Industry

Other (Distribution, Retail, Logistics)

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

5 million yen ~ 6.5 million yen

Work Hours

Mon-Fri 9am-6pm

Holidays

15 days paid leave/year

Refreshed

May 27th, 2026 10:45

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

A global company with Asia Pacific operations is seeking a Finance & Administration Manager to own the accounting and

A global company with field office operations is seeking a Finance & Administration manager to own the accounting and office administration function for its Japan office. Reporting to the regional finance team in Hong Kong, you will manage the full accounting cycle for the Japan entity such as AP/AR, payments, bank reconciliation, month-end and year-end close and intercompany transactions. You will also coordinate with external auditors and tax representatives and provide general office and light HR administration support. The Japan team is quite small, so this is a role with genuine day-to-day ownership and direct visibility to the regional leadership team.

アジア太平洋地域に展開するグローバル企業の日本法人にて、経理・総務業務全般をお任せするポジションです。香港の地域財務チームへのレポートラインのもと、日本法人の経理業務（買掛・売掛管理、支払処理、銀行照合、月次・年次決算、グループ間取引等）を担当していただきます。また、外部監査人や税務代理人との連携、総務・労務サポート業務も含まれます。日本のチームは少数精鋭のため、裁量を持って業務に取り組める環境です。

Required Skills

- Full-set accounting experience
- AP/AR and month-end/year-end close
- ERP system experience (English-language system)
- Business-level Japanese and English
- Coordination with external auditors and tax filings
- Proficiency in Microsoft Excel

- 経理全般の実務経験（フルセット）
- 買掛・売掛管理、月次・年次決算
- ERPシステムの使用経験（英語環境）
- 日本語および英語のビジネスレベル
- 外部監査・税務申告対応の経験
- Microsoft Excel（実務レベル）

* Please apply via CareerCross or email me directly at: craig@fromhome.jp

Company Description