



Accountant

【700万/リモート週3/外資/水×医薬インフラ/世界トップ級技術/少数精鋭/...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

【700万/リモート週3/外資/水×医薬インフラ/世界トップ級技術/少数精鋭/業績安定】

Job ID

1596652

Industry

Chemical, Raw Materials

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Work Hours

09:00 ~ 17:00

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

June 11th, 2026 15:46

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2386075】

■Job Purpose

Main Duties Responsibilities:

- This role is based in Tokyo office of our company reporting to Director Finance

Global Life Sciences Finance (UK with a dotted line to General Manager)

Responsible for all aspects of finance for the office including accounts payable accounts receivable monthly reporting internal controls balance sheet reconciliation payroll treasury tax and ad hoc requests

Responsible for logistics and sales assistant
Responsible for administrative support

■Duties and responsibly

Responsible for:

Processing purchase invoices and making payments to suppliers

Processing sales invoices credit control allocating customer payments

Bank reconciliation

Month end close process and reporting to corporate accounting in the UK

Calculation of accruals and prepayments

Monitoring internal controls and implementation of process improvements

Balance sheet reconciliation of all accounts

Preparation of monthly payroll

Liaise with tax advisors Prepare information and schedules for the tax computations

Prepare information for the corporate treasury team requests and support treasury projects

Ensure compliance with all local tax and government reporting

Support the Controller with Ad Hoc requests

Logistics and Sales assistant for data input to ERP and report offshore/indent sales including PO input into system and customer service

Administrative support

■Report to:

Director Finance Global Life Sciences Finance (UK)

General Manager (Dotted Line)

Required Skills

The role preferably requires longer than three years of experience for a financial accounting position

Excellent communication skills are required both verbal and written with the ability to liaise effectively with people at all levels

Able to handle multiple tasks work under pressure meet deadlines required flexibility and stay organized

Must be able to thrive in a fast pace setting and be IT proficient in Microsoft Office

Company Description

ご紹介時にご案内いたします