Accounting Assistant Manager

Job Information

Recruiter
Advisory Group K.K.

Hiring Company
European Fashion Brand

Job ID
1607347

Industry
Retail

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chuo-ku

Salary
6 million yen ~ 8.5 million yen

Refreshed
November 19th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

What You Will Do

- **Manage Core Accounting:** Oversee daily financial operations, focusing on money coming in (Accounts Receivable) and going out (Accounts Payable) using systems like SAP and Concur.
- **Prepare Financial Statements:** Create monthly, quarterly, and annual financial reports following IFRS and JGAAP standards.
- **Handle Taxes & Audits:** Work with external tax experts to prepare tax filings and help guide internal and external audit processes.

- **Improve Workflows:** Find ways to make daily accounting processes faster, simpler, and more efficient.
- **Collaborate & Support:** Work with different teams across the business and support junior team members

Required Skills

What You Need

- **Education & Experience:** A degree in Accounting or Finance, plus at least 3 years of accounting experience.
- **Retail Background:** Previous experience working in the **retail industry is best**.
- **Technical Skills:** Advanced knowledge of SAP and high proficiency in Microsoft Excel.
- **Leadership Experience:** Experience leading or mentoring a small team within a Japanese company is a strong plus.
- **Work Style:** A self-starter with a positive attitude who works well under tight deadlines.

Company Description