



Accountant and Office Maager

Job Information

Recruiter

[Advisory Group K.K.](#)

Hiring Company

An award-winning integrated marketing agency based in central To

Job ID

1609658

Industry

Advertising, PR

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Kamiyacho Station

Salary

4 million yen ~ 5 million yen

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August 27th, 2026 17:34

General Requirements

Minimum Experience Level

Over 3 years

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

This position provides essential back-office operational support across finance, office administration, and HR functions. The role is structured as a 1-year contract (Keiyakushain) with potential for conversion to a permanent position.

Responsibilities

- **Finance & Accounting:** Manage Accounts Payable (AP) and Accounts Receivable (AR) in coordination with an external accounting partner. Process vendor and client invoices, assist with bank/account reconciliations, handle staff expense claims, and manage petty cash reporting.
- **Office Administration:** Handle incoming/outgoing mail, answer incoming phone calls, maintain office supply inventory, and run office-related errands (e.g., local bank, tax office, legal office visits).

- **HR Administration:** Coordinate employee onboarding and offboarding processes. Liaise with external partners on HR documentation (health insurance, pension) and assist foreign employees with visa-related document preparation.

Working Conditions

- **Work Arrangement:** Hybrid work style (up to 2 days WFH per week; minimum 3 days in central Tokyo office).
 - **Hours:** 9:30 AM – 6:30 PM, Monday to Friday.
 - **Salary:** ¥4,000,000 – ¥5,000,000 annually.
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Required Skills

- **Experience:** 3+ years of relevant experience in finance administration, office administration, or a broad back-office support role.
 - **Language Proficiency:** Native-level Japanese fluency paired with fluent English communication skills (written and spoken).
 - **Education:** Bachelor's degree or equivalent qualification.
 - **Technical Skills:** Proficiency in Microsoft Office (strong Excel skills including VLOOKUPS and Pivot Tables), Google Workspace, and experience using accounting software.
 - **Core Competencies:** Proven ability to manage and prioritize multiple responsibilities across Finance, HR, and Administration.
 - **Personal Attributes:** Strong attention to detail, excellent numeracy, strong organizational and time-management skills, and experience working effectively in a multicultural environment.
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Company Description