Finance Manager / 経理・財務マネージャー

国際的な環境でFinanceチームを率いる経理責任者

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1610174

Industry
Other (Banking and Financial Services)

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 13th, 2026 22:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Executive

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Finance Manager

About the Company
Our client is an international events company with an established Tokyo office of approximately 40 employees. The organization operates in a highly multicultural environment, with English widely used across the business and a diverse workforce that includes colleagues from around the world.

The company values professionalism, collaboration, open communication, and practical problem-solving. Employees benefit from a Western-style office culture, international exposure, and the opportunity to work closely with senior leadership. This is an attractive opportunity for a finance professional who enjoys a hands-on environment, values cross-cultural teamwork, and wants to make a meaningful contribution within a growing business.

What the Job Entails
We are seeking a Finance Manager to lead the company's in-house finance function in Tokyo. Reporting directly to the Representative Director, you will oversee core accounting activities and manage a finance team of approximately three to four employees.

The role is primarily focused on full-set accounting and monthly closing, with additional responsibility for financial reporting and selected FP&A activities. You will help ensure accurate, timely financial information while supporting the ongoing improvement and stability of finance processes.

This is a hands-on management position suited to someone who is comfortable working in a smaller organization and balancing operational responsibilities with team leadership. You will collaborate with colleagues across an international office, communicate with senior stakeholders, and provide direction, coaching, and support to the finance team.

The position is based in Tokyo, with office presence particularly valued for finance and management responsibilities. Flexible working arrangements may be discussed during the interview process.

Key Requirements
At least 10 years of accounting experience, including full-set accounting and monthly closing.
Strong knowledge of professional finance practices and the Japan market.
Significant experience working in Japan or with Japanese companies.
Experience managing or supervising a finance team; the ability to lead and develop a team of approximately three to four people.
Strong communication and interpersonal skills, with the ability to work effectively in an international, English-speaking environment.
Business-level English; Japanese and/or Mandarin language ability is preferred.
Experience using Excel and ERP systems.
Ability to manage competing priorities, meet tight deadlines, and maintain accuracy.
Strong problem-solving skills and a practical, hands-on approach.
Experience with financial reporting, budgeting, forecasting, FP&A, audit, tax, treasury, or cash-flow management is advantageous.
Previous experience in a smaller company or lean finance function is preferred.

Company Description