

## Finance and Administration Manager, Japan

### Job Information

**Hiring Company**[Biesse Japan K.K.](#)**Job ID**

1611198

**Industry**

Machinery

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Osaka Prefecture

**Salary**

6 million yen ~ 6.5 million yen

**Work Hours**

Flexible working hours

**Holidays**

In accordance with company regulations

**Refreshed**

September 21st, 2026 08:00

### 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

**«Job Description & Position Highlights»**

- Oversee all financial functions of the Japanese subsidiary, including financial reporting, tax matters, cash management, and budget planning.
- You'll work directly with senior management and be involved in regional projects, allowing you to grow as a financial leader.
- Reporting directly to the CFO for the Asia region, you'll gain global experience by collaborating with the overseas headquarters and various departments.
- In addition to a flexible work schedule and one remote work day per week, the company provides a monthly vehicle allowance of 50,000 yen and medical expense assistance.

**【Job Responsibilities】**

The Finance Manager will serve as a key member of the Biesse Japan leadership team, ensuring that the company's operations are conducted in accordance with Biesse policies and standards, Japanese regulatory requirements, and generally accepted business practices.

The incumbent will have overall responsibility for the finance function, including financial reporting, taxation and statutory

compliance, treasury management, internal controls, budgeting, and business support.

Working closely with regional and headquarters teams, the Finance Manager will provide both financial and operational guidance to support the efficient and effective management of Biesse Japan.

Given the strategic nature of the role, the scope of responsibilities may extend beyond Japan to include regional initiatives and projects. The successful candidate will work closely with and report directly to the Regional Chief Financial Officer, contributing to broader financial and business objectives across the region.

#### < RESPONSIBILITIES - CORE RESPONSIBILITIES >

This position would be well-suited to a relatively young, ambitious, and qualified finance professional seeking a career advancement opportunity into a broader leadership role with increased responsibility, exposure to regional operations, and direct interaction with senior management.

- Lead, coach, and develop a team of 1-2 junior accountants, ensuring the effective execution of:
- Daily customer receipt tracking, sales order release, posting activities, and credit management.
- Supplier payment verification and approval processes.
- Monthly bank, customer, supplier, and intercompany reconciliations.
- Compliance with statutory, tax, and regulatory requirements.
- Ensure the timely completion of monthly financial closes, maintaining full compliance with applicable accounting standards and reporting requirements.
- Lead the implementation, maintenance, enhancement, and troubleshooting of accounting and financial systems.
- Oversee inventory and stock control processes, ensuring accuracy and compliance with internal procedures.
- Conduct financial analyses, scenario modelling, and variance reviews to support business decision-making.
- Monitor operating costs, identify variances, and recommend corrective actions where necessary.
- Manage treasury activities, including cash flow planning, banking relationships, and funding requirements.
- Oversee company secretarial matters and ensure compliance with all applicable corporate regulations.
- Support legal and contractual matters, including coordination with external legal advisers.
- Strengthen the internal control environment through the development, implementation, and continuous improvement of policies, procedures, and standard operating procedures (SOPs).
- Coordinate and support annual statutory audits and other regulatory reviews.
- Participate in the preparation of budgets, forecasts, and long-term financial plans.
- Ensure the consistent application and enforcement of internal controls and corporate governance requirements.
- Partner closely with the Commercial and Service teams to:
- Act as the primary financial and controls advisor for operational and commercial initiatives.
- Provide financial guidance and support on customer, supplier, and commercial contracts.
- Deliver timely and insightful commercial analysis, including monitoring sales performance, profitability, costs, and key business metrics against budgets and forecasts.
- Analyse and explain key financial indicators, including Net Sales, Gross Margin, Cost of Goods Sold (COGS), SG&A expenses, and profitability trends.
- Lead and participate in regional, strategic, and cross-functional projects as assigned by management from time to time.
- Provide financial and operational support to the Regional CFO and contribute to regional finance initiatives where required.

#### < ANCILLARY RESPONSIBILITIES >

In addition to the core responsibilities of the role, the incumbent will provide support across various administrative and operational functions, including logistics coordination, facility management, local HR administration, IT coordination, and other ad hoc assignments necessary to support business operations and ensure organisational efficiency.

#### < KEY INTERACTIONS >

- Finance Team (budget and expenses)
- Human Resource Team
- Logistics & Operations Team
- Customer Care Team
- Procurement/Administration
- Vendors and Suppliers
- Local Business Partners

#### < OTHERS >

- GLOBAL POSITION: FINANCE MANAGER
- JOB FAMILY GROUP: FINANCE, LEGAL & COMPLIANCE
- LOCAL POSITION: FINANCE & ADMINISTRATION MANAGER
- JOB FAMILY: FINANCE
- DEPARTMENT: FINANCE
- TITLING: MANAGER
- BAND: PROFESSIONAL
- JOB: FINANCE
- REPORTING TO: CHIEF FINANCIAL OFFICER, ASIA

#### **【Employment Type】**

Permanent employee

#### **【Salary】**

##### < SALARY PACKAGE >

I. Annual Basic Salary: JPY 6,000,000 - JPY 6,500,000, commensurate with qualifications and experience.

II. Variable Performance Bonus: Up to 15% of the annual gross salary, subject to the achievement of individual and company performance objectives.

III. Additional benefits will be provided in accordance with the Company's policies and local regulations.

#### **【Working Hours】**

Flexible working hours

-8.00 am 5.00 pm / 8.30 am 5.30 pm / 9.00 am 6.00 pm / 9.30 am 6.30 pm / 7.30 pm 7.00 pm

#### 【Work Location】

Based in Osaka, Hirakata

\*Must be based and legally entitled to work in Japan

\*Hybrid working arrangement (1 day of remote work per week – T&C applies)

#### 【Holidays & Leave】

- Annual Leave (Years of Service Entitlement):  
0.5 – 2 years: 15 days / 3 – 5 years: 18 days / 6 years and above: 21 days
- Compassionate Leave – Immediate Family Members (Spouse, Child, Parents, Siblings): 5 days
- Compassionate Leave – Non-Immediate Family Members (Parents-in-law, Grandparents): 3 days
- Calamity Leave: 4 days
- Medical Leave: 14 days
- Hospitalization Leave: 30 days
- Public Holidays 16 days

#### 【Benefits & Welfare】

- Monthly vehicle allowance of JPY50,000
- Flexible medical benefits of up to JPY32,500 per year
- Leave entitlements
- Company mobile & phone number, laptop is provided

### Required Skills

#### 【QUALIFICATIONS & SKILL-SET】

This position would be well-suited to a relatively young, ambitious, and qualified finance professional seeking a career advancement opportunity into a broader leadership role with increased responsibility, exposure to regional operations, and direct interaction with senior management.

#### < Education >

- Minimum: Degree in Accounting or Nissho Bookkeeping Level 2 (日商簿記2級)

#### < Years of Experience >

- Minimum 5 years of relevant work experience
- Familiarity with Japanese regulations and compliance

#### < Technical / Functional Skills >

- Proficient in MS Excel and IT savvy

#### < Behavioural Skills >

- Ability to work independently, with flexibility for occasional travel to the regional headquarters.
- Familiarity with ERP systems is preferred, though not essential.
- Detail-oriented with the ability to manage multiple priorities in a fast-paced environment.
- Excellent organisational and time management skills.
- Strong analytical and problem-solving abilities.
- Proactive, adaptable, and capable of working effectively with cross-functional teams.

#### < Language Skills >

- Native Japanese
- Business-level English, both written and spoken

#### **\*Note:**

The description provided above is not intended to be an exhaustive list of all job duties, responsibilities, and requirements. It is subject to change at any time by management, subject to organisational changes.

Management may ask you to complete duties and responsibilities that you are reasonably capable of performing within your job scope and skill set at any time.

### Company Description