



Senior Tax Analyst (Tax Analyst) | Global Brand Consulting

Lead Japan Tax | Build Systems | Hybrid

Job Information

Hiring Company

WPIC Technology Japan G.K.

Job ID

1612885

Industry

Digital Marketing

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Ginza Line Station

Salary

6 million yen ~ Negotiable, based on experience

Work Hours

9:00am to 6:00pm (No core time)

Holidays

Weekends, holidays, Year-End/New Year, May 1 & 1 day Obon in Aug

Refreshed

September 29th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【 About WPIC 】

WPIC Marketing + Technologies is a leading APAC e-commerce and technology consultancy helping global brands succeed across Asia. With over 400 employees across 9 cities worldwide, WPIC provides end-to-end market entry, e-commerce, logistics, marketing, and technology solutions for brands expanding into Japan, China, Korea, and Southeast Asia. Learn more: <https://www.wpic.co>

【Position Overview】

The Senior Tax Analyst (Tax Analyst) is responsible for managing direct and indirect tax compliance, statutory reporting, and tax administration for WPIC's Japan operations. This role serves as WPIC's primary internal subject matter expert for tax matters in Japan, partnering with the Regional and Global Finance team, local stakeholders, and external tax advisors to ensure all filings, regulatory obligations, and reporting requirements are completed accurately, on time, and in accordance with local legislation, while supporting the integrity of the Company's overall financial governance framework.

【Key Responsibilities】

The primary duties and responsibilities of the Senior Tax Analyst(Tax Analyst) will be those that are typical of a professional in this capacity and include, but are not limited to, the following (other duties may be assigned as needed):

- Tax Compliance & Local Administration:
 - Coordinate with stakeholders in Japan to gather supporting documentation for tax and/or accounting records, and verify the correct tax categorization
 - Own the preparation and review of corporate income tax (CIT), indirect taxes (VAT), and withholding tax (WHT) filings in collaboration with external tax accounting firms, ensuring timely submission, completeness, accuracy, and compliance with local legislation
 - Manage the end-to-end statutory compliance process, coordinating internal stakeholders and external advisors to ensure all required filings are completed accurately and on schedule
 - Serve as the primary liaison between WPIC's Regional and Global Finance team, local business stakeholders, external tax advisors, auditors, and tax authorities on all tax-related matters within the market
 - Provide guidance to internal stakeholders on local tax requirements, documentation standards, and the tax implications of business activities to support informed decision-making and ongoing compliance
 - Review work prepared by external tax advisors, identify discrepancies or risks, and recommend appropriate actions to ensure accuracy and compliance with both statutory requirements and the Company's financial governance framework
 - Serve as the point of contact for tax administrative matters within the market in Japan
- Process Improvement & Cross-Functional Collaboration:
 - Monitor changes to local tax laws and support impact analyses on business operations
 - Identify opportunities for process automation and efficiency improvements within ERP modules
 - Promote collaboration between internal stakeholders to gather financial data and insights, and to maximize organizational efficiency
- Other high-level ad hoc duties, responsibilities, or projects as required or assigned by key executives within the organization (this is a dynamic role that involves learning of financial best practices in new markets; flexibility is therefore essential)

Required Skills

【必須条件】

- 3-6 years of hands-on direct and indirect tax experience (candidates with less experience will be considered for Tax Analyst)
- Proven experience managing or coordinating direct and indirect tax compliance, including experience working with external tax advisors and reviewing statutory tax filings in Japan
- Strong understanding of statutory and regulatory compliance requirements in Japan
- Mathematical, budgeting, and financial reporting background
- Exceptional skills in Sage Intacct and Microsoft 365 (Excel, Teams, Outlook)
- Strong attention to detail, coupled with high standards
- Highly organized and self-disciplined; ability to prioritize tasks effectively and manage expectations
- Exceptional analytical, quantitative, and social skills
- Strong analytical and problem-solving skills; data-driven
- Ability to thrive in a fast-paced environment; highly self-motivated; ability to work independently while collaborating with a global finance team across time zones
- Team player with strong interpersonal skills
- Outstanding ability to communicate confidently, verbally and in writing; exceptional communication skills virtually and in person
- Fluency in Japanese and English

【Preferred Qualifications】

- Bachelor's degree in Accounting, Finance, or a related field.
- Advanced education in a business discipline or accounting is an asset
- CPA designation or certification in process is an asset
- Experience supporting international brands entering Japan, or knowledge of cross-border e-commerce, including import/export, customs clearance, taxation, IOR/MOR, and online marketplaces.
- Experience managing cross-functional and geographically dispersed teams.
- Ability to implement digital tools and develop processes to improve operational efficiency.
- Proficiency in Chinese and/or Korean is a plus.

JOB COMPLEXITY :

- Work on assignments that are non-standardized in nature where moderate judgement is required. Tasks are moderately multifaceted, minimally demanding, and moderately complex to perform.

PHYSICAL DEMANDS :

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to read and write. Specific vision abilities required by this job include close vision, colour vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT :

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee may work in close proximity to others. From time to time, the employee may work remotely from home; work environments may therefore vary according to the conditions in and around the employee's home office. Due to the international nature of our work, the employee may be requested to work variable times and overtime for special program events.

【Ideal Candidate Profile】

- Sees a fast-paced, constantly evolving environment as an opportunity and proactively seeks learning opportunities
- Raises issues early and drives decision-making independently rather than waiting for instructions
- Values accuracy and strong attention to detail
- Sets priorities independently and works with a high degree of autonomy
- Identifies tax-related issues and risks and proposes practical improvements
- Is motivated to build and streamline operational processes
- Communicates effectively in both Japanese and English
- Collaborates effectively with stakeholders in Japan and overseas
- Is eager to apply tax expertise to contribute to business growth
- Aspires to broaden their career in a global company

【Why Join WPIC】

- The opportunity to lead strategic initiatives with significant autonomy and responsibility
- Hands-on experience building and improving tax compliance frameworks
- Global experience collaborating with international finance teams
- Stronger practical communication skills in English
- Experience liaising with external tax advisors and auditors
- Experience providing tax advice closely aligned with management and business operations
- Knowledge of process improvement and automation using ERP systems
- Tax and accounting expertise in the growing e-commerce sector
- Career opportunities to establish yourself as a tax expert in the Japanese market

【Work Conditions】

- **Employment Type** : Full-time, permanent
- **Probation Period** : 6 months (fixed-term employment contract during probation period)
- **Location** : Tokyo, Japan (23 wards) — office-based with hybrid flexibility depending on business needs
- **Working Hours** : 9:00 AM – 6:00 PM (Flexible working hours system)
- **Holidays** : Saturdays & Sundays, Japanese National Holidays, Year-End/New Year Holidays, Labour Day (May 1), Obon holiday (one day in August)
- **Salary** : ¥6 million ~ (Negotiable based on experience and skills)
- **Benefits** : Comprehensive social insurance (health insurance, pension, employment insurance, and workers' compensation), transportation allowance, and professional development and training opportunities.

Company Description