



## Finance Manager

**Work-life balance, friendly environment!**

### 募集職種

#### 採用企業名

株式会社システムズ ゴー

#### 求人ID

1255733

#### 業種

ITコンサルティング

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 給与

経験考慮の上、応相談

#### 時給

Great work-life balance

#### 勤務時間

Mon-Fri 9am-6pm

#### 休日・休暇

Starts at 13 days/yr paid leave, increases each year until 22/yr

#### 更新日

2026年02月23日 00:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢 (英語使用比率: 75%程度)

#### 日本語レベル

流暢

#### 最終学歴

専門学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

systemsGo is looking for a finance manager for its office in Tokyo. The position reports directly to the CFO in Australia and

also the COO in Shanghai.

systemsGo was established 25 year ago, focusing on IT Infrastructure consulting and maintenance company with offices in Tokyo, Osaka, Hong Kong, Shanghai, Beijing, Singapore, Sydney and New Delhi. Our experienced Delivery teams, our business model and our strong understanding of assisting foreign companies in Asia ensures satisfied clients, repeat business and a successfully growing business.

The successful applicant will have strong technical accounting skills, strong communication skills, good people management skills, and an enquiring mind to help us look for continual improvements in business systems, process and workflows.

The Finance manager will be responsible for the accuracy and integrity of the financial systems and financial information for the Japan entity, and timely entry of information into the general ledger for the entity. This includes but not limited to, managing day to day transaction processing, bank and other balance sheet reconciliations, payroll processing, day to day cashflow management, payment processing and approvals, internal controls and process improvement. They will also be responsible for forecasting (operational and cashflow), and compliance – liaising with local tax authorities, company secretary, and compliance Accountants to ensure the local entity stays compliant with tax laws and any other compliance requirements.

## General Requirements/Details

- Bilingual – Must be fluent in Japanese and English
- CPA or Zuirishi preferred
- Japanese national or permission to work in Japan required
- Full-time
- Location is Tokyo (7 mins from Kamiyacho, Roppongi 1-chome, Azabujuban stations)
- An accounting assistant will report to the Finance Manager
- Knowledge of OracleNetSuite is preferred but not essential

## Job Description

- Oversee monthly invoice creation, GL entries, basic banking by accounting assistant
- Manage accounts receivables, accounts payable and cash flow forecasting
- Prepare financial statements based on Japanese regulations
- Monthly, quarterly and yearly closing using NetSuite
- Management reporting on business performance to various stakeholders
- Balance sheet account reconciliation and GL entries
- Working with our 3rd party providers, responsible for Tax and other compliance requirements for the entity.
- Other ad-hoc tasks

## スキル・資格

### Required Skills

- Minimum of 5 years' experience in Accounting or Finance
- Advanced Excel skills
- Ability to work autonomously while being a good team player
- Able to work on multiple projects and meet deadlines
- Able to work in a fast-paced environment
- Ability to improve processes and procedures as may be required
- Ability to interact with employees, clients and vendors at a variety of levels
- Ability to work with and maintain sensitive, confidential information

### About the company

- Capable and experienced accounting assistant to help you
- Opportunity to utilize your English skills
- Be part of a growing regional company
- Friendly open working environment
- Employee benefits
- Opportunities to promote one's career
- Be part of the senior management team for Japan and have input and influence in the capacity of finance manager for the direction of the company.

To apply, please send your resume to [daria.tang@systems-go.asia](mailto:daria.tang@systems-go.asia)

## 会社説明

株式会社 システムズ ゴーは東京に本社を置くIT企業です。大阪、香港、上海、シンガポールに支社を拡大し、アジア各地にプロフェッショナルなITサービスを提供しています。また北京、ソウル、バンコク、クアラルンプール、ハノイ、台北などにもサービスを展開しています。

IT分野のインフラ整備、システムインテグレーション、プロジェクトマネジメント、コンサルティング、人材ソリューションなどを専門としており、他にはない最高レベルのサービスを提供しています。世界的なビジネスを展開する投資銀行や投資信託、製薬及びバイオテクノロジー企業、法律事務所、IT企業、貿易や製造系企業などの外資系企業が、わたしたちのク

ライアントです。

システムズ ゴーではキャリアアップや給与の見直し、国内外拠点への異動、福利厚生の充実など、従業員にあらゆる機会を提供し、より快適な職場環境への改善に努めています。

向上心が高く、わたしたちとともに最高のサービスを追求してくださる方からのご応募をお待ちしています。

**systemsGo** is a well-established and growing IT professional services company with offices in Tokyo, Hong Kong, Shanghai, Beijing, Singapore and also servicing clients in Seoul, Bangkok, Kuala Lumpur, Hanoi, Taipei and Hyderabad.

We provide many opportunities for career advancement, competitive salaries, excellent benefits and opportunities to travel and relocate to companies within our group. We are always seeking people with the same commitment to providing quality service, and an enthusiasm to learn and grow. We combine an enriching and satisfying employment environment with a culture of customer service excellence and an unwavering pursuit of quality through devoted adherence to process and continuous improvement.