Finance Officer｜経理・財務経験1～2年、日商簿記3級をお持ちの方歓迎

1869年に成立した英国発のインターナショナルスクール日本校｜国際的なカルチャー

募集職種

採用企業名
マルバーンカレッジ東京

求人ID
1516624

業種
教育・学校

雇用形態
正社員

勤務地
その他東京, 小平市

給与
400万円 ~ 500万円

更新日
2026年11月15日 18:47

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル
ビジネス会話レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

Job Purpose
The Finance Officer support the finance operations and spearhead the liaison with third parties.

Main Duties and Responsibilities

- Perform daily, monthly, quarterly and annual accounting and reporting functions;
- Handle day to day finance and accounts operations including fee collection, banking, expenses reimbursement and procurement activities;
- Support budget monitoring and controls;
- Support the intercompany transactions and balances;
- Prepare timely monthly consolidated financial statements, in-house reports and reconciliations;
- Assist in accounting system implementation;
- Support the development and maintenance of internal control and effective accounting system and policies;
- Support preparing financial statements and interface with joint ventures partners, third party service providers and auditors;

- Assist in ad hoc projects and other duties as assigned;
- Other tasks as instructed by management to support the school's operation.

Key Relationships
Internal
・Finance Manager
・MCHK-HQs Finance team
・MCT Administrative and Teaching staff

External
・Service suppliers/ providers;
・External auditors;
・Business partners

スキル・資格

Position Requirements

- Degree/ Diploma in Finance or Accounting
- Minimum 1-2 years accounting experience with hands-on commercial exposure;
- Relevant experience in audit is advantageous
- Energetic with good interpersonal skills;
- Detail oriented, flexible, team player, able to meet deadlines and work under pressure;
- Responsible, self-motivated and independent

Additional Requirements

- Familiar with Japan accounting practice;
- Proficiency in MS Office applications including Excel and Word;
- Fluent in Spoken English and Japanese;
- Experience in international school environment preferred

会社説明