



Senior Accountant, Finance, Japan

Making the world healthier and happier!

募集職種

採用企業名

ハーバライフ・オブ・ジャパン株式会社

求人ID

1533693

部署名

Finance

業種

食品・飲料

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 少数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

銀座線、溜池山王駅

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

9時～17時30分

休日・休暇

土日祝、年末年始、夏休み休暇、誕生日休暇、ファミリーケアギビング休暇

更新日

2025年07月18日 01:00

応募必要条件

職務経験

3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

流暢

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

THE ROLE:

Providing support on JP finance operations, with country team and GBS/COE team to ensure Company in governing under local statutory requirements, corporate policies and all reporting requirement from Corporate, Regional and external auditors.

- Prepare the monthly financial statements/reporting and review the financials to ensure the reporting meet the requirement of corporate and regional office
- Prepare the deliverables are in compliance with local statutory requirements and the reporting requirements from Corporate and Regional offices.
- Support on daily financial operations to ensure operational efficiency.
- Accurate Recording and GBS/COE Management:
 1. Execute and oversee precise accounting entries, maintaining a meticulous approach to financial data management within the GBS/COE framework.
 2. Streamline and optimize GBS/COE processes, ensuring efficiency and adherence to global and regional policies.
 3. Preparation on tax related treatments and reconciliations
- Regulatory Compliance:
 1. Stay abreast of changes in local regulatory requirements and tax compliance, ensuring the company's financial practices align seamlessly with evolving standards.
 2. Working closely with finance head to address compliance issues, implementing necessary adjustments to maintain a robust and legally sound financial framework.
 3. Ensure the financial integrity of business entity by safeguarding company assets and prudent balance sheet management.
 4. Exercise appropriate signatory authority as per company financial policies.
 5. Ensure all proper accounting records are maintained with accuracy, timeliness and completeness
- Financial Reporting and Business Support
 1. Collaborate closely with business functions by providing recommendations to support strategic initiatives aimed at driving operational efficiency.
 2. Preparation of the financial statement and work with regional team to proactively identify and timely report potential accounting and reporting issues.
 3. Proactively partner with other functions in the periodic reviews and preparations to smoothen business processes and implementing process enhancement where needed.
 4. Supports in treasury management including cash flow forecast and banking matters.
- Project Participation:
 1. Actively engage in both local and global projects, leveraging your financial expertise to contribute to the success of cross-functional initiatives.
 2. Provide valuable financial perspectives that guide project outcomes and enhance overall organizational performance.
- Stakeholder Management:
 1. Foster strong relationships with external stakeholders such as bankers and tax agents.

REPORTS TO : Assistant Manager, Finance, JP

HOW YOU WOULD CONTRIBUTE:

- Oversee daily and monthly GBS/COE operations, ensuring accurate booking and timely monthly closings.
- Initiate financial analyses, providing insights for strategic decision-making, and collaborate with local business units for profit and cost optimization.
- Stay abreast of local regulatory and tax changes, managing swift adjustments and changes to local financial practices.
- Facilitate communication between GBS/COE and local staff, provide financial training.
- Handle requests for financial data analysis locally and globally, ensuring accurate and timely information.
- Actively participate in local and global projects, providing financial expertise for successful outcomes.
- Respond promptly to Finance Manager requirements, offering crucial support for overall finance function effectiveness.
- Demonstrate adaptive leadership in handling changes, both within the organization and in response to regulatory shifts.

スキル・資格

SKILLS AND BACKGROUND REQUIRED TO BE SUCCESSFUL:

- Minimum of 3-5 years of hands-on experience in financial management and accounting roles.
- Demonstrated proficiency in PC applications, including MS Windows, Excel, Word, and other relevant software.
- Proficient in utilizing General Ledger, Accounts Payable, and Inventory Management software, showcasing comprehensive knowledge of financial systems.
- Proven skill in reconciliation processes, ensuring accuracy and precision in financial reporting.
- Strong interpersonal relationship skills to collaborate effectively with cross-functional teams, stakeholders, and external partners.

- Exhibit the ability to solve practical problems, demonstrating a proactive and analytical approach to challenges.
- Possess a keen eye for detail, ensuring meticulousness in financial data analysis and reporting.
- Showcase independence and initiative in handling tasks and projects, contributing to the efficient functioning of the finance department.
- Be a reliable and honest professional, instilling trust through consistent and ethical financial practices.

EDUCATION : Bachelor of Accounting and Finance (or any equivalent)

会社説明