

**【800～1200万円】 Finance and Administrative Manager**

【北海道富良野】外資系ホテルでの募集です。 労務・労政のご経験のある方は歓迎で...

募集職種**人材紹介会社**

株式会社ジェイ エイ シー リクルートメント

採用企業名

【北海道富良野】外資系ホテル

求人ID

1537519

業種

ホテル

会社の種類

外資系企業

雇用形態

正社員

勤務地

北海道

給与

800万円 ～ 1200万円

勤務時間

09:00 ～ 17:30

休日・休暇

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】週休二日制

更新日

2025年06月12日 07:00

応募必要条件**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

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

【求人No NJB2238254】

■Job Description

We are looking for a hands on person as Finance Manager for an independent boutique hotel in Hokkaido Japan. In a small hotel environment you have more opportunity to expand your role and make an impact.

The position will initially be based on site in with some flexibility for remote working at a later stage can be considered.

Reporting directly to the General Manager he/she will be a key member of the hotel team who oversees the finance and administrative management of the Hotel operations .

The Finance Manager is accountable for maintaining proper bookkeeping and financial reporting according to JGAAP and Hotel Uniform System. He/she is also responsible in establishing operational controls and monitoring mechanism to minimise any operational risks for the Hotel and operating entity.

He/she is also responsible for the Administrative duties including overseeing the Human Resource Engineering IT and general affair tasks that are fundamental functions for the Hotel's back of house operations.

The Finance and Administrative Manager is the financial controller of the Hotel and as such is tasked with handling and managing the hotel budget cash management operational performance reporting accounting insurance tax payroll and other related matters for the Hotel. A hands on approach to the role is required including maintaining and control of the bank accounts FFE reserve provisions and cashflow of WACC.

In this exciting and challenging position the Finance and Administrative Manager will be required to make decisions in terms of financial cash management budgeting and cost control.

As Finance and Administrative Manager he/she is also responsible for providing timely and accurate reporting to support management team to achieve profitability and productivity. Also reporting in compliance with the parent company group reporting requirements.

富良野で初めてのインターナショナルホテルにて、財務・総務マネージャーを募集しています。

当初は現地での勤務となりますが、後にリモートワークの柔軟性を考慮することも可能です。

総支配人に直接報告し、ホテル事業の財務および管理管理を監督するホテルチームの重要なメンバーとなります。

財務マネージャーはJGAAPとホテル統一システムに従って適切な簿記と財務報告を維持する責任があります。また、ホテルおよび事業体のオペレーショナルリスクを最小限に抑えるためのオペレーショナルコントロールおよびモニタリングメカニズムの確立にも責任を負います。

また、人事、エンジニアリング、IT、一般事務など、バックオフィス管理業務にも責任を負います。

財務・総務マネージャーはホテルの財務管理者であり、ホテルの予算、資金管理、運営実績報告、会計、保険、税金、給与、その他関連事項の処理・管理を担当します。銀行口座、FFE準備金、WACCのキャッシュフローの維持・管理など、実践的なアプローチが求められます。

スキル・資格

■Skills and expertise

University degree in accounting finance economics business management real estate investment or any subject with a particularly strong focus on financial reporting and data analytics.

Minimum 5 years hotel experience working in a similar role in the areas of finance general affairs cost control accounting is mandatory

Highly competent with the JGAAP and Hotel Uniform System of accounts Japan tax laws and labour regulations

Bilingual highly proficient in both Japanese and English

Strong work ethics hands on and a can do attitude is essential

Organisational skills and dealing with external third parties vendors business partners tenants and leasing companies

Good written and verbal communication skills with the ability to present Hotel performance and budget to owning entity

Ability to lead as part of the management team and also work closely with other departments as part of a team

IT competent and highly proficient in the use of MS Office 365 Excel Word Powerpoint Outlook

Experience in working with Japanese PMS POS purchasing and inventory control accounting system payroll system

For the administrative duties he/she oversees the management of personnel and general affairs. This includes keeping up with labour regulations employee hiring trends health and safety controls employee regulations and implementation at the Hotel.

Personnel tasks include creating employee regulations handbook conducting staff orientation staff training conducting annual performance evaluation staff surveys and social activities for the Hotel staff.

A key task is also in maintaining a good and happy working environment for the Hotel employees.

He/she is also responsible for providing and distributing internal information and announcements to the rest of the Hotel team and support each department with their resource level and management of their staff.

Oversee the staff housing administration and management.

会社説明

ご紹介時にご案内いたします