

MichaelPage

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## Accountant - Global Chemical/ 3 days WFH

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1552117

## 業種

化学・素材

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

400万円 ~ 600万円

## 更新日

2025年07月16日 08:00

## 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

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

A global chemical trading company is hiring an Assistant Accountant / Accountant for its Japan office. This is a great opportunity to join a small, supportive team in an international environment with excellent work-life balance, hybrid work (2 days in office), almost no overtime, and flexible hours. You'll work closely with the Finance Manager and gain exposure to global operations while supporting both local and regional accounting functions.

## Client Details

This international chemical trading company specializes in the distribution of raw materials and specialty chemicals across industries such as pharmaceuticals, cosmetics, food, and industrial manufacturing. With a strong global presence and decades of experience, the company offers both import and export services, including fine chemicals and intermediates. In Japan, it operates as a small, agile team focused on high-quality, niche-market solutions for domestic and overseas clients.

## Description

- Manage day-to-day accounting operations, including accounts payable and receivable.
- Prepare and process invoices, ensuring accuracy and compliance with company policies.
- Assist in month-end and year-end closing activities.
- Maintain accurate records of financial transactions and supporting documentation.

- Collaborate with the Accounting & Finance team to prepare financial reports.
- Support the reconciliation of bank accounts and other financial statements.
- Ensure adherence to local regulations and company guidelines in Tokyo.
- Provide administrative support to the Accounting & Finance department as needed.

#### Job Offer

- Competitive salary package ranging and bonus
- Permanent position offering stability and growth opportunities.
- Excellent working condition and work life balance (almost no overtime)
- Collaborative work environment with international exposure
- Opportunities to develop skills and grow
- Retirement is 70.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Yaya Vichitranon at +81 3 6832 8668.

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#### スキル・資格

A successful Japan Accounting Assistant should have:

- Bachelor degree
- Basic knowledge of accounting principles and financial processes.
- Good knowledge of Excel.
- Strong attention to detail and organizational skills.
- Ability to work effectively within a team environment and international environment.
- Comfort with adhering to deadlines and managing multiple tasks.
- Fluency in Japanese, with English proficiency being a plus.

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#### 会社説明

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