



## Finance/Administrative Assistant

### 募集職種

#### 採用企業名

国際熱帯木材機関

#### 求人ID

1552764

#### 業種

その他

#### 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

神奈川県, 横浜市西区

#### 最寄駅

みなとみらい線駅

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月28日 00:00

### 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

#### 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

#### Finance/Administrative Assistant

#### The vacant position is as below:

**Level(Grade):**GS4

**Duty Station:**

YOKOHAMA, JAPAN

**Date of Entry on Duty:**

1 December 2025

**Duration of Assignment:**

FIXED TERM: ONE YEAR (RENEWABLE)

**DUTIES AND RESPONSIBILITIES**

Under the direction of the Director of the Division of Operations and direct supervision of the Finance/Administrative Officer, assist in:

- Maintaining ledgers and financial files, reconciliation of accounts, assisting in closing books;
- Preparation of financial and project analysis reports for management, member countries and donors;
- Preparation of the annual external audit, internal audit and project audits;
- Assisting in the management, maintenance and improvement of ITTO's financial/administrative systems;
- Assisting in the administration of personnel/human resource matters ;
- Supporting the Sessions of the Council and Associated Sessions of the Committees; and
- Performing any other duties as may be assigned from time to time.

**SALARY**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

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**スキル・資格****QUALIFICATIONS AND EXPERIENCE**

- Be a national of an ITTO Member Country;
- Suitable university degree;
- More than two years of relevant professional experience, preferably in finance/administration and/or accounting.
- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese.

**APPLICATION**

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to [vacancy@itto.int](mailto:vacancy@itto.int) no later than 31 August 2025.

Please note that only applicants who are short-listed will be contacted.

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**会社説明**