



リカバリープロ株式会社

【Shin-Yokohama】 Finance Executive | Singapore headquarters

Leading disaster recovery service

募集職種

採用企業名
リカバリープロ株式会社

求人ID
1558088

部署名
Finance Department

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
(ほぼ) 全員日本人

雇用形態
正社員

勤務地
神奈川県, 横浜市港北区

最寄駅
横浜線、 新横浜駅

給与
600万円 ~ 800万円

ボーナス
固定給+ボーナス

更新日
2025年09月24日 15:28

応募必要条件

職務経験
6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
ネイティブ

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 Description & Position Highlights】

Accounting and Financial Reporting

The Finance Executive has the responsibility to ensure efficient and good control of the financial transactions in the respective country level which shall not limit to involvement in processing month-end closing, yearly forecast, annual budgeting and participate in year-end audit. Experience with a full set of accounts would be a pre-requirement.

The individual is expected to perform beyond accounting and administrative support function to gain wider spectrum of work experiences and knowledge with potential opportunity for future seniority role consideration.

[General Tasks]

Bookeeping of customer and vendor invoices, expense claims, project expenses, journal vouchers and prepare bank reconciliation

- Intercompany billings and reconcile with other subsidiaries
- Prepare monthly profit and loss variance analysis
- Posting of time sheets, inventory cost to general ledger, preparation of WIP report
- Prepare balance sheet schedule and reconcile the sub-ledger to control accounts
- Liaison tax, corporate secretarial and audit matters
- Maintenance of employee personal records
- Preparation of ad-hoc reports as required by management and Asia HQ

<Finance/Accounting>

- Accurate bookkeeping, monthly closing, and financial reporting.
- Budget variance analysis and assessment of rolling forecasts.
- Adherence to finance SOPs and compliance with accounting policies.
- Prepare balance sheet schedules and reconcile the sub-ledger to control accounts.
- Monthly, yearly, balance sheet reconciliation
- Inventory management
- Fixed asset management
- Project cost management

<Financial Planning and Reporting>

- Process monthly closing, quarterly forecast, yearly budget, and year-end audit.
- Prepare monthly profit and loss variance analysis.
- Liaise with tax, corporate secretarial, and audit matters.

<Cash Flow Management and Payments>

- Ensure payment to vendors / affiliates.
- Confirm the status of payment from customer.
- Weekly, monthly, yearly cash flow forecast.

<Intercompany and Supplier Management>

Handle intercompany billings and reconcile with other subsidiaries.

<Admin & Support>

- General administration and digitalization project involvement.
- Ad-hoc duties as assigned.

[Reports to:]

Regional Controller/Country Manager/Senior Finance Manager/Finance Manager.

[Direct Subordinates]

Not Applicable.

[Bonus:]

Aside from above annual salary, annual bonus may be paid depending on the company's and individual's performance (FY 2025: 15% of annual salary)

スキル・資格

[Essential Requirements]

- University Degree/Diploma in Accountancy, Finance or equivalent.
- Minimum 5 years of relevant working experience.
- Hands-on experience with Microsoft Business Central Accounting software is advantageous.
- Familiar or hands-on with ERP system and other accounting software.
- Good knowledge of accounting, costing, taxation, and company secretariat work.
- Excellent communication skills (written and spoken).
- Meticulous, well-organized, detailed and very consistent with reporting.
- Good problem-solving skills, ability to make sound decisions & judgement based on pre-defined criteria and proactive to seek guidance where needed.
- Ability to prioritize tasks and adjust when required to ensure timely delivery of results.

- Build positive relationships with colleagues and external parties who are directly/indirectly involved in your function work.
- Ensure high-level of confidentiality and sensitivity pertaining to records and financial figures.

【Welcome Requirements】

- Progressive accounting qualification would be additional advantage.
- Highly proficient with MS Office Suite.

会社説明