



Junior Accountant / ジュニア経理担当 Flex-time ・ Multicultural team

Hong Kong-listed global firm

#### 募集職種

##### 採用企業名

ピコ・インターナショナル株式会社

##### 求人ID

1565763

##### 業種

その他（広告・PR・メディア）

##### 会社の種類

外資系企業

##### 雇用形態

正社員

##### 勤務地

東京都 23区, 中央区

##### 給与

400万円 ~ 500万円

##### 勤務時間

9:00-18:00 (Full flextime, no core hours)

##### 休日・休暇

Weekends, national holidays, paid leave, year-end & New Year

##### 更新日

2026年02月04日 00:00

#### 応募必要条件

##### 職務経験

1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

##### 《Job Description & Position Highlights》

- Accounting position handling a wide range of daily to closing tasks including payment processing, accounts payable management, and monthly closing
- Opportunity to strengthen financial skills through hands-on experience in a multinational environment at the Japanese subsidiary of a global corporation

- Potential for future advancement to Senior Accountant or Finance Manager roles, offering clear career growth prospects
- Flexible working environment supported by full flex-time and remote work systems

#### 【Job Responsibilities】

Pico Group is a Hong Kong-listed global organization with offices in 36 cities worldwide.

Pico Japan supports multinational and domestic clients in exhibitions, brand activation, retail and digital solutions.

- Handle accounts payable and vendor payments
- Manage intercompany transactions and reconciliations
- Support treasury, cash management
- Prepare monthly closing and financial statements
- Maintain accurate financial records (full set)
- Support annual audit and tax filings
- Assist GM with ad-hoc tasks

#### <Career Path>

Possible growth to Senior Accountant / Finance Manager

#### 【Employment Type】

Full-time, permanent

#### 【Salary】

JPY 4,000,000–5,000,000

\*Bonus: company scheme, historically ~2 months (near fixed but not guaranteed)

#### 【Working Hours】

9:00–18:00 (Full flextime, no core hours)

#### 【Work Location】

Nihonbashi, Tokyo (onsite)

\*Telework system exists, but this position is office-based

#### 【Holidays & Leave】

- Weekends, national holidays
- paid leave
- year-end & New Year holidays

#### 【Benefits & Welfare】

- Transportation allowance
- Social insurance coverage

#### Important Notes for Applicants

The first-round interview will be conducted in English.

Therefore, please submit the following three documents when applying:

Resume (Japanese) / CV (Japanese & English)

#### スキル・資格

#### 【Requirements】

- Bachelor's degree in Accounting/Finance
- 2–3 years accounting experience (AP/GL/closing)
- Business-level English & business-level or native Japanese
- Strong Excel skills (Pivot, VLOOKUP)
- ERP or accounting system experience plus
- Detail-oriented, proactive, responsible

#### 会社説明