



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