



PR/087310 | Finance Manager (m / f / d)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント ドイツ

求人ID

1574897

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2026年01月27日 11:41

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

流暢

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and Job Overview

The FM understands herself as responsible for overall financial and administrative matters including HR of company. She is in close communication with the Managing Director and is the link towards the shareholder and parent company. She acts at all time as a responsible businessperson with the necessary instinct and foresight. The FM supports the Managing Director with her knowledge, analyses and interdisciplinary view to take care of an efficient, cost effective and professional setup within the organization at any time. She understands to balance administration and financial responsibilities and duties adequately in a proper manner. She supports all financial and administrative matters in the entire organization, and is one of the leading advisors when it comes to legal, tax or administrative issues. In doing so, she makes use of appropriate professional sources and external contact.

Job Responsibilities

Financial Matters (in general)

- Responsible for the financial side, in particular with regards to the forecast and the development of cash position
- Approve bank reconciliation for all bank accounts

- Approve and ensure proper entries of monthly journals, Account Receivables and Account Payables adjustment etc. into the ERP
- Ensure month end, quarterly & year end closing activities smoothly
- Prepare all monthly audit schedules to ensure accuracy
- Prepare provision of bonus, stock, warranty & taxation on quarterly basis
- Submit monthly, quarterly and yearly Financial Reports in DIVA system with supporting documents
- Control of payments from dealers, credit controls, bad debts, and doubtful accounts
- Responsible for payment of suppliers and staff salaries/allowances in accordance with optimal cash management
- Prepare and match Payroll Report via Journal together with relevant supporting documents on monthly basis
- Liaise and assist with the external auditors and tax agents on audit and tax related matters
- Monthly Tax Reports (VAT, EU Sales List, Intrastat etc.)
- Prepare transfer pricing documentation with assistance of external party
- Prepare annual budget, forecast and mid-term plan
- Provide guidance to suitable accounting staff to provide accurate and up-to-date records of transactions of the company.
- Following legal finance as well as staff matters (new regulations, by laws, employer association, union matters etc.
- Answer surveys from stakeholders (e.g. bank, public organization)

General Administrative Matters

- Work closely with internal customers to ensure smooth operations between inter/intra departments
- Oversee the daily operations of Finance and administration department, covering but not limited to revenue, cost analysis, cash management.
- Responsible for the accomplishment of administrative tasks, invoicing, payments & accounting
- Preparing, maintaining and control of approval procedures with shareholders (Resolution Slip Procedure)
- Responsible for insurance matters covering staff, Inventory and assets • Company Car Fleet manager and contact person
- Office Facility Manager and direct contact for all facilities of company

Reporting

- Prepare and review internal monthly management reporting
- Control of sales / margin / expenses and application of corrective actions in case of discrepancies (performance management)
- Preparation and supply of reports on request from other departments

Human Resources Matters

- Preparation of monthly payroll (in cooperation with external partner)
- Contact for employment contract control, preparation and adjustment
- Supervision of time recording system and monitoring of overtime accounts and vacation

Others

- Support/assist Quality Manual management/control
- Support/assist IT tool/infrastructure management/control

Job Requirements

- Degree in an economic field or comparable commercial education
- Initial experience in the commercial area / accounting
- Know-How in Accounting (German GAAP)
- General knowledge of German Tax System (VAT, Corporate Taxes)
- Fluent German and English language

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会社説明