



Finance Manager

English workplace in beautiful location

募集職種

採用企業名

ハロウインターナショナルスクール安比ジャパン

支社・支店

Harrow International School Appi, Japan

求人ID

1581529

部署名

Non-Academic

業種

教育・学校

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 多数

雇用形態

正社員

勤務地

岩手県, 八幡平市

給与

600万円 ~ 700万円

ボーナス

固定給+ボーナス

勤務時間

40 hours per week

休日・休暇

40 days per year (all leave including national holidays)

更新日

2026年06月01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

日常会話レベル (英語使用比率: 50%程度)

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

日本での就労許可は必要ありません

募集要項

Ensure accurate and compliant accounting records, adhere to approval policies, conduct functional reviews on financial documents, provide timely reports and analysis, and review monthly reconciliations:

- Ensure accurate and complete accounting records in compliance with statutory requirements, accounting standards, and school financial policies.
- Ensure the school and group approval guides and policies are being followed
- Conduct functional review on all contracts and documents with financial implication:
- Provide timely and accurate financial reports and analysis, including management accounts, statutory reports, cash flow forecasts, budgets, and forecasts.
- Review monthly account reconciliations and monitor long-term outstanding items.

Develop and improve financial controls and systems to enhance operational efficiency and accuracy:

- Develop, implement, and continuously enhance internal control policies, financial systems, and standard operating procedures.
- Drive process improvements to enhance efficiency, effectiveness and accuracy in daily finance operations.

Oversee daily accounting, team supervision, fixed assets, and budget tracking to ensure accuracy and resolve issues:

- Oversee daily accounting operations, including accounts receivable, accounts payable, and treasury functions.
- Supervise finance team members and review vouchers, postings, and reconciliations in the ERP system.
- Oversee fixed asset management including completeness and accuracy of fixed assets, registers, and ensure proper recording of depreciation, disposal and written off.
- Support budget tracking for departments and resolve booking/financial issues promptly.

Manage treasury, tax compliance, and foreign exchange to ensure sound financial positioning and timely submissions:

- Perform treasury management and monitor financial positions.
- Manage tax compliance, tax planning, and foreign exchange control matters.
- Ensure timely submission of tax declarations.

Manage construction project finances, including cost reviews and payment processing:

- Manage financial aspects of construction or set-up projects, including cost reviews and payment processing.

Liaise with internal and external stakeholders to coordinate audits and ensure timely submission of all statutory reports and declarations:

- Work closely and liaise with school departments, headquarter, government authorities, auditors, and external partners.
- Coordinate internal, external and government audits and ensure timely submission of tax declarations and statutory reports.

スキル・資格

Education:

- Bachelor's degree in Accounting, Finance or Financial Management preferred.

Qualifications:

- Qualified/certified accountant.
- CPA or ACCA is preferred

Knowledge:

- In-depth understanding of Japanese accounting principles, regulatory requirements, tax policies, and International Financial Reporting Standards (IFRS).
- Proficient in developing and improving internal control policies and procedures.
- Excellent analytical and problem solving skills with high attention to details
- Hands-on expertise in managing tax and foreign exchange control matters with government authorities.
- Proficient in Microsoft Office (advanced Excel skills) and ERP or integrated accounting systems, preferably Microsoft Dynamics 365 and ISAMS.
- Fluency in Japanese essential, with intermediate level English required.

Experience:

- 8–13 years of professional experience in accounting, financial controls, and treasury management, including at least 3 years in a managerial role.
- Experience in international audit firms is preferred.

Benefits

- Heavily subsidised accommodation provided
- Annual bonus of up to one months' salary

- Winter sports equipment and lift passes provided
- Free use of resort facilities including onsen
- Free use of school facilities e.g. pool, gym etc
- Return shinkansen tickets to Tokyo
- Meals provided during term time

会社説明