



Understanding People

## Finance Manager ファイナンスマネージャー - Professional Services

Global law firm brand, ¥10M-¥14M salary

## 募集職種

## 人材紹介会社

スペシャライズドグループ株式会社

## 求人ID

1589717

## 業種

法律事務所

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2026年04月23日 19:21

## 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

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

## Finance Manager ファイナンスマネージャー - Professional Services (Hybrid, 10-14m JPY)

Our client, a leading progressive global law firm with over 200 years of history, is seeking a Finance Manager for their Japan office. This role offers the opportunity to manage all aspects of financial operations and strategy, working closely with senior management to ensure effective financial practices. The position offers a competitive salary range of 10-14 million JPY and a hybrid work setup.

## Key Responsibilities:

- Manage Japan finance function, including financial management and control
- Guide Office Managing Partner on finance-related matters
- Oversee monthly closing process with Global Financial Management team
- Manage staff reimbursement, vendor payment, and payroll processes
- Prepare monthly management accounts, including profit and loss

- Oversee time and billing processes, ensuring timely client billing
- Manage banking relationships and prepare cash flow forecasts
- Improve efficiency of finance operation processes

**Qualifications:**

- Qualified accountant with 10-15 years in professional services
- Solid knowledge in accounting, accruals, prepayment, local tax, reporting
- Experience with Elite 3E, TM1
- Fluent in English and Japanese
- Experience in multi-currency accounting
- Strong Excel skills
- Experience managing banking relationships and cash flow forecasting

---

会社説明