



Accountant

【700万/リモート週3/外資/水×医薬インフラ/世界トップ級技術/少数精鋭/...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

【700万/リモート週3/外資/水×医薬インフラ/世界トップ級技術/少数精鋭/業績安定】

求人ID

1596652

業種

化学・素材

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

給与

600万円 ~ 800万円

勤務時間

09:00 ~ 17:00

休日・休暇

詳細は求人ご紹介時にご案内いたします。

更新日

2026年06月11日 15:46

応募必要条件

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

ネイティブ

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

【求人No NJB2386075】

■Job Purpose

Main Duties Responsibilities:

- This role is based in Tokyo office of our company reporting to Director Finance

Global Life Sciences Finance (UK with a dotted line to General Manager)

Responsible for all aspects of finance for the office including accounts payable accounts receivable monthly reporting internal controls balance sheet reconciliation payroll treasury tax and ad hoc requests

Responsible for logistics and sales assistant
Responsible for administrative support

■Duties and responsibly

Responsible for:

Processing purchase invoices and making payments to suppliers

Processing sales invoices credit control allocating customer payments

Bank reconciliation

Month end close process and reporting to corporate accounting in the UK

Calculation of accruals and prepayments

Monitoring internal controls and implementation of process improvements

Balance sheet reconciliation of all accounts

Preparation of monthly payroll

Liaise with tax advisors Prepare information and schedules for the tax computations

Prepare information for the corporate treasury team requests and support treasury projects

Ensure compliance with all local tax and government reporting

Support the Controller with Ad Hoc requests

Logistics and Sales assistant for data input to ERP and report offshore/indent sales including PO input into system and customer service

Administrative support

■Report to:

Director Finance Global Life Sciences Finance (UK)

General Manager (Dotted Line)

スキル・資格

The role preferably requires longer than three years of experience for a financial accounting position

Excellent communication skills are required both verbal and written with the ability to liaise effectively with people at all levels

Able to handle multiple tasks work under pressure meet deadlines required flexibility and stay organized

Must be able to thrive in a fast pace setting and be IT proficient in Microsoft Office

会社説明

ご紹介時にご案内いたします