



Accountant and Office Maager

募集職種

人材紹介会社

[Advisory Group株式会社](#)

採用企業名

An award-winning integrated marketing agency based in central To

求人ID

1609658

業種

広告・PR

雇用形態

契約

勤務地

東京都 23区, 港区

最寄駅

日比谷線、 神谷町駅

給与

400万円 ~ 500万円

更新日

2026年09月10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

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

This position provides essential back-office operational support across finance, office administration, and HR functions. The role is structured as a 1-year contract (Keiyakushain) with potential for conversion to a permanent position.

Responsibilities

- **Finance & Accounting:** Manage Accounts Payable (AP) and Accounts Receivable (AR) in coordination with an external accounting partner. Process vendor and client invoices, assist with bank/account reconciliations, handle staff expense claims, and manage petty cash reporting.
- **Office Administration:** Handle incoming/outgoing mail, answer incoming phone calls, maintain office supply inventory, and run office-related errands (e.g., local bank, tax office, legal office visits).

- **HR Administration:** Coordinate employee onboarding and offboarding processes. Liaise with external partners on HR documentation (health insurance, pension) and assist foreign employees with visa-related document preparation.

Working Conditions

- **Work Arrangement:** Hybrid work style (up to 2 days WFH per week; minimum 3 days in central Tokyo office).
 - **Hours:** 9:30 AM – 6:30 PM, Monday to Friday.
 - **Salary:** ¥4,000,000 – ¥5,000,000 annually.
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スキル・資格

- **Experience:** 3+ years of relevant experience in finance administration, office administration, or a broad back-office support role.
 - **Language Proficiency:** Native-level Japanese fluency paired with fluent English communication skills (written and spoken).
 - **Education:** Bachelor's degree or equivalent qualification.
 - **Technical Skills:** Proficiency in Microsoft Office (strong Excel skills including VLOOKUPS and Pivot Tables), Google Workspace, and experience using accounting software.
 - **Core Competencies:** Proven ability to manage and prioritize multiple responsibilities across Finance, HR, and Administration.
 - **Personal Attributes:** Strong attention to detail, excellent numeracy, strong organizational and time-management skills, and experience working effectively in a multicultural environment.
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会社説明