



JOB DESCRIPTION

Finance Officer

Job Title:	Finance Officer
Line Manager:	Head of Finance

Purpose of Job

The staff accountant's role is to support the Head of Finance in carrying out the responsibilities of the Finance Department and the efficient running of the school's financial systems.

Duties and Responsibilities

Accounting

1. Responsible for all the accounting vouchers collection, authenticity verification, and documentation; To ensure compliance with the internal control policies and the statutory reporting requirements of all financial transactions
2. Responsible for processing payments, including employee reimbursements
3. Tuition and other school fees billings and manage accounts receivables
4. Preparation of financial reports on time; assisting in Financial analysis; budgeting
5. Cooperate the school operation team with the inventory management and the fixed assets management
6. Actively engage in various audit and reviews projects for statutory reporting and management reporting purposes

Taxation

1. Conduct statutory filing with regularity, assist the headquarters in tax planning at a boarder level
2. Liaison with the local authorities and the related local authorities in the effort of compliance
3. Assist the annual tax declarations in a timely manner
4. Work closely with the HR/Payroll department to ensure staff taxation is dealt with smoothly and efficiently

Treasury

1. Conduct the bank account opening and be a liaison to the local banks
2. Assist day-to-day fund management, including bank reconciliation and cash-position reporting, and initiate the cash flow forecast.
3. Ad hoc assignments as required by the Head of Finance or other member of the Senior Leadership Team

Requirements

- Bachelors degree in the majors of Accounting, Finance or Financial Management
- More than five years of accounting or financial related working experience
- Strong data analysis skills
- Excellent communication skills in Japanese and preferable English
- Capable of handling multiple tasks in a fast-paced environment
- Designations such as CPA, CTA, CMA is an asset.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

If you are interested in an opportunity to work with us, please send your full resume by email to hr@harrowappi.jp. Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.