

Job Description

Provide key financial insights to the Country Manager to support effective management and control of all station-level financial operations, ensuring compliance with corporate financial policies and local regulations.

Job Accountabilities:

- Ensure timely and accurate preparation and submission of periodic financial reports/returns/summaries etc. to enable Station transactions to be systematically recorded in the Company’s main accounting and reporting systems at Head Office.
- Ensure timely submission of statutory reports and payment of income taxes, social insurance deductions, salary taxes etc. to the local governmental bodies so that the company’s statutory obligations in these areas are fully complied with.
- Assist the Country Manager by providing accurate financial information to support budgeting and budgetary control, enabling effective oversight of the station's financial performance.
- Monitor and ensure compliance with all statutory and contractual obligations, including (but not limited to) the renewal of company licenses and other local/national regulatory requirements, to support uninterrupted station operations.
- Maintain up-to-date administrative records and copies of agreements entered into by the station, and manage administrative functions in accordance with corporate guidelines to ensure smooth business operations.
- Ensure the timely transfer of funds to Head Office and maintain minimum cash balances in local accounts as per corporate finance and treasury policies, in coordination with tax authorities, banks, and other stakeholders.
- Foster strong working relationships with local ward offices, tax bureaus, banks, government authorities, Social Services bureau and industry stakeholders to support efficient and compliant business operations.
- Manage all station-level accounting activities, ensuring that records are accurate, up to date, and compliant with corporate standards. Ensure all payments are duly authorized in line with company policy and in the best interests of the business.

Requirements

- Bachelor's Degree with 3 years of work experience at Supervisory level in Finance.

OR

- Nisshō Boki Level 1 certification (Nissho Bookkeeping Certificate), with 3 years of experience at Supervisory level in Finance

Proficiency in written & spoken English is essential.

Ability to legally live and work in Japan.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name
Worldwide Sales & Distribution

Date Opened
30/05/2025

Application Closing Date
09/06/2025

Job Type
Full time

Industry
Airline - Aviation

City
Tokyo

Province
Tokyo

Country
Japan

Postal Code
103-0012