

Stellenanzeige / Job Announcement

Position:	The Deutsche Schule Tokyo Yokohama is looking for a Head of Accounting
Application Deadline:	April 30th, 2023
Start Date:	May to September 2023
Description:	<p>The German School of Tokyo Yokohama (Deutsche Schule Tokyo Yokohama, or "DSTY") is seeking applicants for the position of Head of Financial Accounting</p> <p>The position reports to DSTY's head of administration, and is supported by an accounting staff</p> <p>The successful candidate will be responsible for the overall financial accounting of DSTY</p> <p>He/she will work with outside accountants and advisers to ensure that records and statements comply with Japanese laws and regulations for public interest foundations</p> <p>He/she works closely with the head of administration for payments</p> <p>He/she provides financial data for analysis to the head of administration and the member of the board in charge of financial matters</p>
Requirements:	<ul style="list-style-type: none"> ● Knowledge of JGAAP or IFRS ● More than 5 years of experience in financial accounting ● More than 3 years of accounting management experience ● Residence in Japan (school supports work visa applications)
Skills required:	<ul style="list-style-type: none"> ● Proven accounting skills ● Understanding of finance ● Good problem-solving, analytical and numerical abilities ● Familiarity with payroll, taxation and managerial accounting ● Strong skills in relevant IT applications like MS Excel ● Native Japanese speaker ● Business level in oral and written English ● Good communication and interpersonal skills ● Good organizational and time management skills ● Strong motivation to move the accounting function forward
Skills desired:	<ul style="list-style-type: none"> ● Experience in non-Japanese owned entities ● Experience in non-profit entities ● Knowledge of German

<p>Benefits:</p>	<p>Interesting international work environment</p> <p>Generous office space</p> <p>Potentially school tuition waivers for dependents</p> <p>Working with highly committed international administration team</p> <p>Adequate remuneration</p>
<p>Tasks:</p>	<ul style="list-style-type: none"> ● Ensuring under the head of admin that DSTY meets all external financial reporting requirements: <ul style="list-style-type: none"> ● a. Public Interest Foundation in Japan ● b. School/educational organization in Japan ● c. Organization subsidized by the German government ● Providing reports to the head of administration and the member of the board in charge of financial matters ● Performing all operational accounting (supported by accounting clerk), e.g., invoicing for school or other services fees including reminders, all expense payments, all salary or other personnel related payments, petty cash control, etc. ● Coordinating with external advisers on financial/tax matters ● Executing with outside tax advisers on all tax filings ● Implementing with board a new management accounting system ● Providing regular management and financial accounting reports to the head of administration and all members of the board ● Monitoring updates regarding legislation, taxation, and other compliance requirements ● Attending meetings with local authorities when necessary ● Driving continuous improvement of financial processes including accounting systems and IT
<p>Application Procedure:</p>	<p>Applicants must submit their resume and cover letter in English to: bewerbung@dsty.ac.jp</p> <p>Size of email must be no larger than 4.5 MB. Only the following file types will be accepted as attachments (pdf, doc, docx, xls, xlsx, ppt, pptx, jpg, png).</p>