

JOB DESCRIPTION	
Department: FINANCE Department	
Position: Finance Manager	<u>Reporting to:</u> Director of Finance and BCP <u>Number of direct reports:</u> 2-3
Duration: Open-ended Working hours: Full time Retirement age: 60, with reemployment system up to 65 (one-year contract basis)	
Job Grade: D	

PURPOSE OF THIS POSITION

Finance Manager manages General Accounting team and processes to ensure the oversight of all internal and external financial transactions, controls, assets, and reserves.

OBJECTIVES

Finance Manager's key objectives are to ensure the timely and accurate transaction processing and financial reporting. Responsibilities include management of the finance team and ensuring compliance to relevant GAAP, tax and legal reporting in order to contribute to the social mission of MSF movement.

WORK LOCATION

Based within commuting distance to the Japan Headquarters in Tokyo, Japan

Main RESPONSIBILITIES

Accurately execute and manage the responsibilities listed below while leading team members, and report to the Director in a timely manner.

Transaction processing

- Payment to vendors and employees
- Billing to customers
- Book incoming cash
- Intercompany transactions within MSF Movement
- Fixed assets transactions

Treasury

- Banking transactions
- On-hand-cash management
- Prepare cash forecast
- Management of netting tool

Financial Closing and Reporting

- Manage monthly/quarterly and annual closing
- Financial statement preparation in accordance with accounting standards for public interest corporations in Japan and reporting to Leadership team, Board and General Assembly
- Balance reconciliations (BS, PL, Cash)
- Conduct GAAP adjustments to meet Swiss GAAP standards
- SAP consolidation package report to International Office
- Timely response to inquiries from internal/external related parties

Compliance & Tax

- Prepare property tax return
- Prepare withholding tax filing
- Responsible for all tax related transactions in conformity with requirements by tax authorities
- Responsible for withholding tax payment
- Report to Tokyo Metropolitan Government
- Work with external auditors and tax accountant

Forecast/Budget and Strategic Planning

- Manage the annual global budget and mid-term plan financial target setting
- Maintain budget and forecasting processes and manage business for scope of departmental activities to provide timely & accurate data
- Manage analysis and track financial statements and measurement of responsible area under budget
- Budget control – manage the business function to control their budget
- Control analytics for quarter end flash results, related highlights, Board of Directors reports, and executive management reports

Team management

- Manage accounting team members' work progress, setting targets, evaluation and development
- Conducts regular team meetings to facilitate information sharing and problem solving.
- In collaboration with Director of Finance, reports on the team's work plan and achievement of KPIs.

QUALIFICATIONS AND REQUIREMENTS
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Experience Skills and Experience

- Bachelor's degree in accounting or equivalent
- Minimum 5 years' finance/accounting team management experience
- JCPA, USCPA, J-Tax certification, or equivalent a plus
- Japanese fluency & Business level English (spoken and written)
- Advanced Microsoft Excel, ERP and database user skills a plus
- Process improvement and project management such as automation and/or system implementation

Competencies

- Financial and managerial knowledge to manage financial transactions and reporting
- Effective communication, coordination and consensus building skills with both finance and non-finance personnel
- Proactive self starter with ability to identify issues and lead resolution that fits the organizational purpose using available resources
- Building collaborative relationships
- Adaptability and flexibility to work in a multi-cultural and diversified environment
- Managing people and performance of the team
- Priority setting and time management from the perspective of achieving organization goals

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

APPLICATION

Application documents (Please send all these documents)	1. CV, with your photo if possible (in English) 2. Motivation letter (in English or Japanese) 3. 履歴書（和文・できれば写真付き） 4. 職務経歴書（和文） 5. 志望動機書（和文）
Email Address	Please send the above documents to: <u>hqhr-recruitment@tokyo.msf.org</u>
Note	Application Deadline: August 23, 2026 Only short-listed applicants will be contacted. We may close this position before the deadline when the successful candidate is selected.