J o b D e s c r i p t i o n

JOB TITLE: Chief Accountant (Accounting Manager) - RB Omiya Ardija

DEPARTMENT: FINANCE, RB Omiya / FINANCE Red Bull Team sports

PURPOSE OF THIS JOB & MAJOR RESPONSIBILITES

The Chief Accountant (CA) at RB Omiya Co., Ltd. Is responsible for "Brands" as mentioned below:

- RB Omiya Ardija / Red Bull Soccer Japan

Report to: Head of Finance (CFO) at RB Omiya

Managerial role: Yes. (to be hired later this year)

THE BASIC AND ADVANCED FUNCTIONS OF FINANCE MANAGEMENT

- Accounting & Reporting
  - Ensures that the accounting is correct, transparent (within the organization and towards HQ) and complete
    (including appropriate accruals/deferrals). The financial statements must present a true and fair view of the financial position, financial performance and cash flows of the reported period.
  - Assures timely submission of accurate financial information to all external and internal stakeholders
  - Assists the Finance Manager in proactively managing the Year-End-Audit process and the external auditors to secure an unqualified opinion.
  - Ensures that the accounting operations are fully integrated from a process, systems and control perspective
  - Supports the Finance Manager in establishing an effective tax management in cooperation with the tax specialists in HQ and external tax advisors
  - Supports HR department in payroll

- Accounting - Bookkeeping
    - Maintains the fixed asset register and supervises the asset accounting in the fixed asset ledger
    - Manages the accounts payables ledger as well as the periodic payment runs while ensuring compliance with the rules and principles of the internal control system (e.g. segregation of duties)
    - Controls the accounts receivable ledger and the dunning process
    - Supervises the bank statement postings as well as the reconciliation of the bank accounts and petty cash
    - Reconciliation of all tax accounts
    - Guarantees the timely and accurate reporting to local authorities
    - Maintains the general ledger

- Accounting – Period Closing
    - Responsible for the timely compilation of the monthly and annual closings including the communication of the closing timetable within the organization
    - Carries out depreciation runs, posts all accrual and deferral entries as well as revaluations, write offs and provisions
    - Reconciles all clearing and intern company accounts
    - Carries out any other period closing postings
    - Prepares the annual statutory financial statements
    - Conducts a thorough review of all monthly reports and financial statements prior to the submission to HQ or authorities in order to make correction
- Internal Control Management
    - Guarantees 100% compliance with all relevant local legislation (e.g.: statutory accounting standards, tax law incl. transfer pricing, civil law) and internal group accounting guidelines
    - Develops and implements all policies according to the HQ guidelines and procedures
    - Supports GM/FAM verify internal control application according to the HQ guidelines
    - Ensures that policies and procedures are well communicated and applied
- Optimization & Productivity
    - While maintaining quality, continuously drives efficiency by streamlining processes (within Accounting and beyond Accounting) and the use of available tools
- People Management
    - Assure sustainable development of the Accounting Department employees by effective and efficient recruitment, sourcing of young talent and development of the strength of existing employees

    - Assure the accounting team has clear written defined assignments and all employees have a clear and written Job Description; make sure that targets are not just defined, they are agreed
    - Assure a performance appraisal where you deliver honest, fair and clear feedback on the performance of the employee
    - Assure compensation is linked to performance and fair in comparison with market values to retain key people
    - Assure that you have a team of highly engaged people since this drives performance
- Project Management
    - Local Management and support of Accounting projects (e.g. SAP FI projects, implementation/updates of Accounting tools)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Holds a relevant accounting qualification (Certified Management Accountant)
- Working experience: Minimum of 5 years of relevant accounting experience
- Strong knowledge in Japan Tax legislation, local GAAP and IFRS
- Mandatory SAP (FI, CO, COPA and BI) and ideally HFM user knowledge
- A structured and well-organized individual
- Result and performance oriented
- Fluent English communication on speaking, writing and listening
- Ability to communicate effectively with internal customers, cross functional teams and global technical teams
- Self-motivated, self-directed, flexible and be able to work under pressure in a fast-paced team environment