



Job Description

JOB TITLE: Accountant - RB Omiya Ardija

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

PURPOSE OF THIS JOB & MAJOR RESPONSIBILITIES

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

- RB Omiya Ardija / Red Bull Soccer Japan

Report to: Chief Accountant (Accounting manager) (and Head of Finance as necessary) at RB Omiya

Managerial role: NO

THE BASIC AND ADVANCED FUNCTIONS OF FINANCE MANAGEMENT

- Accounting & Reporting
 - Support managers in Finance department in ensuring that the accounting is correct, transparent (within the organization and towards HQ) and complete (including appropriate accruals/deferrals).
 - Assures timely submission of accurate financial information to all external and internal stakeholders
 - 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 internal company accounts
 - Carries out any other period closing postings
 - Prepares the annual statutory financial statements
- 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
 - Supports Finance department managers to 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

KNOWLEDGE, SKILLS AND EXPERIENCE

- Holds a relevant accounting qualification
- Working experience: Minimum of 3 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