Your Tasks

- Daily recording of all transactions related with the Chamber's business activities
- Daily invoicing
- Settlement of business trip expenses
- Manage payments
- Preparation of monthly and quarterly reports
- Assisting in preparation of annual financial statements, business plans and management reports

Your Profile

- Degree in Business Administration, Finance & Accounting or later professional background
- 4-5 years of professional working experience in finance & accounting or comparable task
- Numbers passionate, good analytical capabilities, able to work structured and organised
- Able to flexibly react on changing contexts and topics
- Reliable and precise “implementer” of tasks
- Able to work and to communicate in a team
- Proven working experience in an international, preferably German-Japanese, business environment
- Language: Japanese or German as mother tongue (good knowledge of each other’s language), good English language skills will be a plus
- Highly competent in MS-Office applications, and if possible with Plaza-i

Our Offer

- A pleasant international working environment
- One year fixed-term contract, full-time, with a long-term development potential
- Salary and benefits according to role and experience

The German Chamber of Industry and Commerce in Japan (AHK Japan) is the official representation of German business and main contact point for German industry in Japan. AHK Japan is part of the network of bilateral German Chambers of Commerce and Delegations abroad (AHKs) that encompasses a broad network with 140 offices in 92 countries. The AHK network is tasked to advise, support and represent German companies worldwide that wish to develop or expand their business activities abroad.

At the earliest possible opportunity, we are looking for a

Team Member Finance & Accounting

Candidates please send your application in Japanese and German (English a plus) with photo and references by Email to Attn. Management, management@dihkj.or.jp