



JOB OPENING

The Embassy of Switzerland in Japan is looking for an **Accountant**

Starting immediately or by mutual agreement the Swiss Embassy is looking for a motivated person for its accounting department. The candidate holds a degree in accounting or has prior working experience in an accounting department. Applicants should feel at ease with numbers, should work precisely and pay attention to detail. Knowledge of standard accounting software (SAP) and good Excel skills are required. The necessary training to accomplish all tasks will be provided.

Duties and Responsibilities:

- Cash management
- Payments and accounting of payments
- Accounting of salaries
- Balancing of the bank accounts
- Monthly and annual reporting
- Preparing of annual Budget
- Supports and advises the Head of Operations in financial matters
- Archiving of the financial records both electronically and hard copies

Required qualifications and skills

- Bachelor's degree either in Accounting, Business Administration, Economics or similar
- Excellent knowledge of English and Japanese languages (Japanese at least level N1), knowledge of a Swiss language is an advantage
- Ability to learn quickly and to multitask,
- Work independently
- High regard for confidentiality and integrity
- Good team player
- Good knowledge of Microsoft Office (especially MS Outlook, MS Word & MS Excel)
- Valid Japanese work permit

We offer

- Interesting work in an Embassy
- Training
- Competitive salary and benefits package
- 20 days paid vacation per year
- A mix of Japanese and Swiss holidays
- Location in Minami Azabu

To apply

Please send your resume, a letter of interest and salary expectations in electronic format (word or pdf) to tokyo.job@eda.admin.ch. **The closing date for entries is March 16, 2025.** Please write into the subject line "**Accountant**" to ensure timely processing of your application. Any incomplete application will be disregarded.

Tokyo, 04.03.2025/SRA

5-9-12 Minami Azabu
Minato-ku
106-8589 Tokyo
Phone: +81 3 5449 8400, Fax: +81 3 3473 6090
tokyo@eda.admin.ch, www.eda.admin.ch/tokyo