

募集職種	Sr. FP&A
雇用形態	正社員
募集人数	1名
待遇	経験等を考慮し、当社基準に準じます
通常営業時間	9:30~18:00
職務内容	<p>The position is responsible for developing financial reporting and analysis and short to mid-term plans for NUEJ. The position is a key role for NUEJ Finance to support and advise Finance management team for reporting to local top management, Acquisitions HQ based in the UK, and Global Finance in LA.</p> <p>This position mainly focuses on Local Acquisition (LAQ) titles.</p>
応募資格	<p><b>Business Planning, Analysis &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>- Develop annual budget, monthly forecast, and other reports to local Management team and Acquisitions team and Global Finance</li> <li>- Prepare monthly management report</li> <li>- Develop new performance metrics, and track title/business performance</li> <li>- Provide analytical data research and study</li> </ul> <p><b>Detailed responsibilities (List of responsibilities, in order of priority, with the first being highest)</b></p> <ol style="list-style-type: none"> <li>i. Prepare and manage the PL for LAQ business. Work on financial planning, variance analysis, and reporting, including budget, monthly forecast, and strategic plans.</li> <li>ii. Prepare the monthly forecast reporting documents for the Acquisitions team and Global Finance for monthly update calls, and quarterly close pacing calls.</li> <li>iii. Prepare monthly close review meeting &amp; forecast meeting with Controllership team</li> <li>iv. Prepare monthly business report (Submission template)</li> <li>v. Work closely with AP team in Controllership to provide FCF reports</li> <li>vi. Prepare the data/report for LAQ management needs</li> <li>vii. Support ad hoc reporting and analysis for the team</li> </ol> <p><b>* Bilingual (Japanese Native, English Business Level) preferred.</b></p>
勤務地	<p>本社／東京都港区愛宕2丁目5番1号 愛宕グリーンヒルズ MORIタワー</p> <p>【交通手段】</p> <p>東京メトロ日比谷線「神谷町駅」徒歩4分 / 都営地下鉄三田線「御成門駅」徒歩3分</p>
応募方法	<p>以下の1. 2の書類を記入・スキャンの上で e-mail 添付にてご送付ください。書類選考の上、書類選考通過の方にのみ追って連絡いたします</p> <p>履歴書（日本語と英語） 職務経歴書（日本語）</p> <p>【書類送付先：人事部業務委託採用係 メールアドレス】 <a href="mailto:tommy.liu@nbcuni.com">tommy.liu@nbcuni.com</a></p>

応募書類の当社への持参は固くお断りします。  
応募書類は返却いたしませんのでご了承ください。  
ご応募いただく個人情報は採用業務のみに利用し、他の目的での利用や第三者への譲渡・開示すること  
は一切ありません。

**照会・問合わせ**

HR 採用アドレスまでお願いします。  
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