



EU-Japan Centre for Industrial Cooperation



Recruitment Announcement: post of **Financial Coordinator**

The EU-Japan Centre for Industrial Cooperation (hereinafter, the “Centre”) is recruiting a Financial Coordinator (refer to the job requirements, skills and work description below).

Interested candidates with relevant experience are invited to submit an application **by Tuesday 25 February 2025 9h00** JST by sending CV with letter of motivation in English to applications@eu-japan.or.jp or by post to EU-Japan Centre for Industrial Cooperation, Shirokane-Takanawa Station Bldg. 4F, 1-27-6 Shirokane, Minato-ku, 〒108-0072, Japan.
Only applicants shortlisted for interviews will be notified.

Job Description

The Financial Coordinator will report to the EU-side Managing Director at the Head Office in Japan (hereinafter, “HOJ”) of the Centre. The role requires oversight of budget control, financial reporting, audit management and coordination with stakeholders. The Financial Coordinator will ensure that the Centre complies with the financial regulations and grant requirements of European Innovation Council and Small and Medium Enterprises Executive Agency (hereinafter, “EISMEA”) and other European funding bodies.

I. Key Responsibilities in order of priority:

1. Budget and Financial Management:

Monitor and control EU-side costs through financial dashboards, in respect of budget allocated and report regularly to the EU-Side Managing Director.

2. Financial Reporting:

Under the lead from the EISMEA liaison officer, prepare detailed consolidated cost reports (for both HOJ and European Office (hereinafter, “EO”) of the Centre) for EISMEA. Complete the required English-language cost report using EISMEA's template. Report to the EISMEA liaison officer and coordinate with managers, accountants, financial advisors and the EU-side Managing Director to gather project-specific cost data.

3. Audit Support:

Work with the designated auditing body on HOJ's eligibility audit report for EISMEA, assist HOJ accountants in responding to auditor inquiries and support additional external audits as needed.

4. Grant Application and Budgeting:

Under the lead from the EISMEA liaison officer, prepare a detailed consolidated budget form (budget for HOJ and EO) in order to apply to receive a grant from the European Commission under EISMEA or other funding bodies. Fill out the budget data in the English-language template and coordinate with managers, accountants, financial advisors, and the EU-side Managing Director to collect budget data from each project.

II. Required Skills and Competencies:

- * Good working knowledge of business English and Japanese languages.
- * Experience and affinity to work for governmental organizations and related bodies in Japan and/or in the context of the European Union.
- * Based in Tokyo, full-time, understands business practices of both Japanese and foreign working environments, and is comfortable working a multicultural workplace and is an effective communicator.

- * Can work fast, in small teams and pays attention to details.
- * Can deal effectively and proactively with last-minute changing priorities with a positive work attitude.
- * Is proficient with accounting software in JP and EN (can use EXCEL macroinstructions and draft financial explanations in WORD).
- * Can be a good listener in order to understand Japanese and foreign stakeholders' needs in the context of Japan, and is able to multitask and communicate about the EU-Japan Centre's services in a diplomatic and professional manner.
- * Experience in financial EU grant reporting is an advantage

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