

**2022 Positions Vacant**

At NIS we are passionate about our mission – and we seek staff who share that passion. We want our students to puzzle, wonder and question the world around them, to choose to contribute to their communities and to articulate and follow their dreams. This is encapsulated in our school motto – Inquire, Inspire, Impact. It sounds ambitious, and it is - but we think it is important, and if you do too, we want to hear from you!

**Job Title: Finance Office Assistant**

NIS seeks an experienced finance assistant to work in the business office. This position reports to the Finance Manager, providing robust financial information in support of outstanding learning and well-being for students in our mission-driven school.

The role encompasses preparing and sending invoices, ensuring prompt payment and following debt collection procedures when required,, reconciliations and working with parents and companies. Additionally this role supports our contracted bus service, through liaison with the provider and maintaining the bus management software.

**Job Details:**

* **Start Date:** April 1, 2022, or as otherwise agreed
* **Salary:** Commensurate with the qualifications and experience of the candidate. Will be paid according to the A Scale of the NIS Support Staff Scale
* **Leave;** In addition to annual paid leaveNIS support staff have 12 additional days sick leave annually as well as leave for specific purposes
* **Contract Year:** This is a 236 day per year contract (NIS calendar applies)
* **Benefits:** Social insurance (Shigaku-kyoasi and Koyo-hoken), commutation allowance (if applicable)
* **Additional benefits:** Could be offered as a distance hire position (for up to 5 years) for candidates relocating to Nagoya (housing and annual round trip transportation for self and dependents provided); free tuition is available for children who meet the admissions criteria for the school
* **Non-regular** – fixed term contract with possibility of renewal

**Applicants should consider applying based on the below requirements:**

**Essential:**

* Experience of at least 2 years in an accounting role similar to that described in this advertisement
* Fluency in both Japanese and English (ability to read, write and translate from one language to another; our internal documentation is in English and our external compliance is in Japanese – so high levels of confidence in both languages is essential)
* A team player able to bring work collaboratively
* Good communication skills, both written and verbal
* Excellent technical skills, and able to learn new systems quickly and effectively.

**Highly Desirable:**

* A BA degree in accounting or finance
* Professional accounting qualifications
* Experience working in a bilingual environment
* Prior experience with logistics, purchasing and other related fields

**Applicants should apply as soon as possible as follows:**

Please do not apply unless you meet the ‘essential’ requirements above. Apply to [headofschool@nis.ac.jp](mailto:headofschool@nis.ac.jp) with a letter in both English and Japanese explaining how your qualifications and experience prepare you for this role. Also, please send your CV (again, in both English and Japanese),