



## **JOB DESCRIPTION**

<b>Department:</b>	<b>Executive Office</b>
<b>Division:</b>	<b>Finance</b>
<b>Post:</b>	<b>Accounting Coordinator</b>
<b>Classification:</b>	<b>General Service</b>
<b>Salary Level:</b>	<b>A competitive salary and benefit package based on experience is offered</b>
<b>Term:</b>	<b>Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement</b>

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications from individuals with strong qualifications, experience, and required mindset to join the Finance Division in its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

### **I. Duties:**

Under the overall direction of the Director, Executive Office, and reporting to the Head, Finance Division, the Accounting Coordinator is responsible for applying accounting rules, principles, and procedures; evaluating, extracting, and assembling data and information to support the preparation of financial reports and statements in an accurate, timely manner; and ensuring the processing of payments and the correct application of appropriate accounting control procedures.

### **Responsibilities:**

1. Process standard and/or recurring financial transactions and activities, including accounts payable/receivable, expense reports, journal entries, payments, banking, administrative filing, etc.;
2. Provide technical and procedural support for monthly and annual closing, audits, project management reporting, membership contributions, payroll, tax documentation, and other more complex or specialized financial activities;
3. Perform preliminary reconciliation of complex accounts and document variances, check the accuracy of journal entries to the general ledger, and bring issues or anomalies to the attention of the supervisor in a timely manner;
4. Provide technical or procedural advice for Secretariat staff members on varied accounting matters or issues, which may include conducting staff training;
5. Provide procedural or technical support for the planning, development, and verification of budgets;

6. Support the preparation of financial statements and reports by evaluating, extracting, and assembling data and information;
7. Perform preliminary and routine financial evaluations, including expenditure forecasts;
8. Ensure that financial transactions are in compliance with the APO's policies and procedures and applicable legal rules and regulations and immediately bring all issues or questions to the attention of the supervisor;
9. Coordinate with General Service (GS) staff members from other divisions to communicate and coordinate information and activities;
10. Lead and coordinate the workflow of GS staff members/temporary staff in the Financial Division to ensure fair distribution of the workload and efficiency of work;
11. Guide GS staff in the Financial Division/temporary staff on the procedural aspects of work to improve and implement the standard operational procedures, including identifying issues for further review;
12. Participate in videoconferencing and other online/digital discussions with counterparts as necessary; and
13. Perform such other duties as may be assigned by the Head, Finance Division, or the Director, Executive Office.

## **II. Requirements:**

### **1. Experience:**

- A minimum of five years of accounting controller assistant experience, preferably in international organizations, government institutions/agencies, the public sector, or large multinational private corporations, applying international accounting standards (IFRS).
- Experience in preparing annual financial reports and familiarity with audit processes.
- Experience in ERP systems (SAP ByDesign) and e-banking would be an advantage.
- Knowledge of International Public Sector Accounting Standards (IPSAS) would be an advantage.

### **2. Education and Certificates:**

- A Bachelor's degree or equivalent professional qualifications.
- Nissho Bookkeeping Certificate 2nd grade or equivalent.

### **3. Mindset:**

- Proactive process improvement mindset.
- Ability to multitask and undertake cross-functional work.
- Consultative, with a strong teamwork and team-building orientation.
- Attention to quality, accuracy, and detail.

### **4. Language and Communication Skills:**

- Good communication skills in multicultural environments and international settings.
- Proficiency in both spoken and written English and Japanese.

### **5. Preferred Qualifications:**

- BATIC certification, or 2nd grade or higher in the bookkeeping examination, or equivalent professional qualifications.
- USCPA qualifications would be a strong advantage.