

Job Description & Person Specification Form

1.	Job Title:	English Instructor / Corporate Planning, Accounting, Finance
2.	Programme:	Graduate Recruitment Programme
3.	Department:	Phase 1: Human Resources Development Group Phase 2: Corporate Administrative & Planning Department
4.	Location of Employment:	Head Office, Nihonbashi, Tokyo
5.	Possible Start Dates:	Between October 2011 and March 2012
6.	E-mail:	smd-jinzai@sekisui.jp
7.	Contacts:	Toshiyuki Akimoto or Patrick Cadwell
8.	Job Description:	<p>The successful candidate will work in the <i>Human Resources</i> and <i>Corporate Administrative & Planning</i> departments at our Head Office in central Tokyo. For this position, the job descriptions and demands vary between phases of the programme.</p> <p><u>Phase 1 (first 2-6 months)</u> <u>HR Development Group</u> The primary responsibility in the first phase is teaching English to employees on a daily basis. On average, there will be 22 hours of teaching per week. Individual student evaluations and other reports must be prepared and attendance at related meetings will be expected.</p> <p>The candidate will be expected to establish suitable curriculums for the students, and to contribute to the continued development of the English teaching program in the company.</p> <p>Crucially, the candidate will also be able to use this time to learn Japanese, to learn about our business and to make valuable contacts throughout the company.</p> <p><u>Phase 2 (remainder of contract)</u> <u>Corporate Planning, Accounting, Finance</u> The primary responsibilities in the second phase include:</p> <ul style="list-style-type: none"> ● Budget planning and implementation ● Corporate administration and strategic planning ● Preparation of financial statements ● Responding to issues that arise in the areas of funds management, tax and auditing ● Implementing management policies speedily and streamlining support services <p>In the longer term, the candidate may be expected to lead technical meetings with our overseas affiliates in the US and Europe about streamlining their business management practices and systems.</p>
9.	Qualifications Required:	<p>The minimum requirement is a 3rd level Degree qualification in any of the following areas:</p> <p>Finance / Accounting / Business Administration</p> <p>Candidates may have an advantage if they hold MBAs or professional accounting certifications.</p>

10.	Personality / Skill Requirements:	<p>The successful candidate should have:</p> <ul style="list-style-type: none"> ● An ability to understand and master the accounting systems and standards of the company and its affiliates ● An ability to lead small teams ● Excellent communication skills, especially in mediating between domestic and overseas management and production departments ● An ability to gather information quickly and effectively ● Excellent analytical and problem-solving skills
11.	Language Requirements:	<p>Fluent English is essential. Japanese is not a requirement but would be an advantage. The candidate will be expected to have an interest in learning Japanese to a working-level standard. Weekly Japanese lessons will be provided by the company.</p>
12.	Number of Positions:	1
13.	Duration of Initial Employment Agreement:	2 years.
14.	Duration of Working Week:	<p>38hrs 45mins/week & overtime if business necessitates. Usual work day hours are 09:00-17:30 with 45 minutes for lunch (12:15-13:00).</p>
15.	Compensation Package:	<p>Salary will be determined by the candidate's qualification as follows: Master: ¥4,260,000/annum (¥355,000/month) Bachelor: ¥4,080,000/annum (¥340,000/month)</p> <p><u>Accommodation:</u> The company will provide subsidised apartment type accommodation. The successful candidate will pay ¥15,000/month.</p> <p><u>Language Training:</u> Weekly private Japanese lessons from a Japanese language school will be arranged by the company.</p>
16.	Holiday Entitlements:	<p><u>Paid Holidays:</u> The candidate will be given the following holidays:</p> <ul style="list-style-type: none"> ● From date of entry into company to March 31, 2012: 1 day holiday per month worked ● For the fiscal year starting April 1, 2012: 11 days ● For the fiscal year starting April 1, 2013: 12 days <p>(For example, if the candidate enters the company on November 1, 2011, they will be entitled to 28 days paid holiday over the two-year contract (5+11+12). Manager consent must be given before paid holidays can be taken.)</p> <p><u>National holidays:</u> The candidate will not have to work on Japanese national holidays. These total 15 or 16 days per annum. (Total varies each year)</p>