

# **Business Sweden, BSS (Business Support Service) Accounting Specialist (mainly accounting but also payroll)**

2025-01-24 09:21:18

## **Company name**

Business Sweden

## **Job description**

### **Key responsibilities**

- Work as local accountant of BSS clients.
- Monthly bookkeeping and reporting in accordance with local law
- Cash flow management
- Preparation of correspondent reports such as: B/S, P/L, General Ledger, Bank reconciliation based on clients' requirements
- Domestic/overseas payments for vendor invoices, salary/bonus, expense reimbursements, corporate taxes, or withholding taxes
- Preparation of correspondent declarations and reports for tax filing, such as:  
income tax, enterprise tax, inhabitant tax, consumption tax, cooperate with tax specialists
- Day to day communication with clients, employees in local subsidiaries or contact persons at financial department at clients' head offices
- Advisory to clients or answering questions from clients by having supports of tax specialists or certified social insurance labour consultant

### **Qualifications**

- Experience of finance/accounting
- Experience from work in international companies
- Fluency in Japanese, proficiency in English
- Knowledge of HR/payroll is plus

### **Key Competencies and Personal profile**

- Proactive mindset with the ability to handle new challenges
- Service-minded with a problem-solving approach
- Ability to build relations to clients

- Real team player who likes working in a non-hierarchical environment
- Motivated by seeing results and getting things done

### **About Business Sweden**

Business Sweden's role is to help Swedish companies to reach their full international potential and therefore offer professional services in all phases of a company's internationalization process, from strategic advice to establishment support on a new market. For more details about Business Sweden, please visit our website: [www.business-sweden.se](http://www.business-sweden.se)

Swedish Trade & Invest BSO K.K. is part of Business Sweden's Japanese organization and provides a broad range of administrative back-office support services e.g. office space, finance/accounting, HR/payroll services, and various admin supports to Swedish companies in Japan. Today about 30 companies are part of the incubator operations.

If you would like to apply for this position, please send your cv to: [shiro.hosogai@business-sweden.se](mailto:shiro.hosogai@business-sweden.se)

### **Email**

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