Job Description: Administrative & Accounting Assistant (Italian–Japanese Bilingual)

Location: Banca d'Italia Representative Office, Tokyo, Japan

Reports to: Chief Representative (day-to-day coordination with Deputy Chief Representative)

About us

The Bank of Italy is the central bank of the Republic of Italy. It is a public law institution regulated by national and European legislation. It is an integral part of the Eurosystem, which is made up of the national central banks of the euro area and the European Central Bank. The Eurosystem and the central banks of the member states of the European Union that have not adopted the euro make up the European System of Central Banks.

The Bank pursues aims in the general interest in the sector of money and finance: price stability, which is the main objective of the Eurosystem under the Treaty on the Functioning of the European Union; the stability and efficiency of the financial system, thus implementing the principle of the protection of savings embodied in the Italian Constitution; and the other duties entrusted to it by Italian law. As regards supervision, the Bank of Italy is the competent national authority for the Single Supervisory Mechanism (SSM) for banks. As regards to resolution, Bank of Italy is the competent National Resolution Authority (NRA) that performs the tasks envisaged by the Single Resolution Mechanism.

The Banca d'Italia Representative Office in Japan is the representative office competent for analyzing economic policy debates and monitoring macroeconomic and financial developments in Japan, Taiwan, Australia, Korea, and New Zealand. It provides advice to the Italian embassies and consulates on such matters, interacts on the spot with local monetary and supervisory authorities and other institutional interlocutors, and provides information on the Italian economy to the local authorities, institutional investors and business communities.

Role summary

We are seeking a meticulous, proactive Administrative & Accounting Assistant to manage the Delegation's bookkeeping and back-office operations and to provide executive/office assistance. The role requires excellent command of Italian and Japanese and a working knowledge of English. Many internal reports and correspondence with HQ are in Italian, while day-to-day vendor and service-provider interactions are primarily in Japanese (and sometimes English).

Key responsibilities

1) Financial administration & bookkeeping:
   - Prepare the monthly expense statement for HQ and maintain accurate ledgers and supporting documentation.
   - Process and settle invoices/bills for goods and services; reconcile payments and file proofs.
   - Compile raw data for the multi-year (3-year) budget; assist with forecasts and periodic variance notes.
   - Liaise with external tax advisors (expat and local staff matters) to provide required documentation and coordinate filings.

2) HR & personnel administration (local application)
   - Notify HQ personnel offices of leave/absence taken by expatriate staff; maintain local records.
   - Track overtime for local staff and prepare calculations for compensation/allowances.
   - Travel, procurement & vendor management
   - Prepare mission/business trip requests for HQ approval; coordinate itineraries, per diems, and reimbursements.
   - Manage vendor onboarding, quotes, and service renewals; ensure contract and invoice compliance with HQ guidance.

3) Executive & office assistance
   - Provide bilingual support to the Chief/Deputy Chief Representative (calendars, meeting logistics, note-taking, follow-ups).
   - Coordinate office operations (supplies, facility requests, courier, reception for visitors and delegations).

4) Governance, records & compliance
   - Uphold internal controls and documentation standards consistent with Banca d'Italia procedures; maintain orderly archives (digital and paper) for audits and HQ reviews.

Required qualifications

1) Languages:
   - Italian: professional fluency for drafting reports and formal correspondence with HQ.
   - Japanese: business-level proficiency for vendors, authorities, and daily operations.
   - English: working proficiency for external contacts and documentation as needed.

2) Education & experience:
   - Vocational diploma or bachelor's degree. Preferably in accounting, business administration, or a related field.
   - 2–5 years relevant experience in bookkeeping/accounting and office administration (preferably in an international or bilingual environment).
   - Solid command of Excel and familiarity with accounting systems; high accuracy and attention to detail.
   - Strong organizational skills, discretion, and service-oriented attitude.

3) Work authorization
   - Eligible to work in Japan.

Nice-to-have

- Knowledge of Italian public-sector administrative practices and/or prior experience supporting a diplomatic/representative office.
- Familiarity with basic payroll/overtime calculations and expense/travel policies.
- Experience coordinating with external tax advisors.

What we offer

- Competitive salary commensurate with demonstrated experience and education.
- Up to 20 days of paid annual leave (10 the first year, with annual automatic increases up to 20).
- Collaborative, relaxed, mission-driven environment in an international setting.

Office location

- Ark Mori Building (Tokyo).
- Occasional telework may be possible in line with Delegation needs.

How to apply

Please send your CV (in English or Italian) and a brief cover letter outlining your language skills and relevant experience to tokyo.repoffice@bancaditalia.jp

Shortlisted candidates will be invited to language checks (Italian/Japanese) and practical assessments (Excel/accounting tasks).

Short posting

Banca d'Italia – Tokyo Representative Office seeks an Administrative & Accounting Assistant (Italian–Japanese bilingual) to handle bookkeeping, budgeting support, vendor management, HR/leave tracking, travel arrangements, and executive/office assistance. Italian & Japanese required; English working level. Apply: tokyo.repoffice@bancaditalia.jp