



## PR/117989 | Accounting and payroll assistant (Japanese speaking)

### Job Information

**Recruiter**[JAC Recruitment UK](#)**Job ID**

1538567

**Industry**

Insurance

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

May 6th, 2025 10:40

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Company Information: Accountancy firm

Job Title: Accounting and Payroll Assistant (Japanese speaking)

Location: United Kingdom

Employment Status: [Permanent / Part-time]

Salary: Competitive salary depending on experience

Our client is currently looking for an enthusiastic, detail-oriented, bilingual individual to join their team as an Accounts and Payroll Assistant.

**Job description:**

This position will be responsible for all accounting and payroll related tasks. The ideal candidate will have at least one year's work experience and be fluent in both Japanese and English. They should also have good communication skills, a willingness to learn and be accurate and courteous.

**Main duties (including but not limited to):**

1. preparation of management accounts
2. monthly payroll processing and submission to HMRC (RTI)
3. preparation and submission of VAT returns
4. preparation and submission of Self Assessment tax returns
5. preparation of annual accounts
6. preparation and submission of corporate tax returns (CT600)
7. collecting and verifying necessary documents in coordination with clients
8. maintaining accurate financial records
9. supporting team members

**Qualifications:**

1. at least 1 year working experience in accounting and payroll
2. good communication skills (reading, writing and speaking) in both Japanese and English
3. ability to work carefully and accurately
4. willingness to learn and work independently
5. experience with accounting software (Xero, QuickBooks, etc.) would be an advantage
6. knowledge of UK tax and accounting standards would be an advantage

**What our client offers:**

1. supportive and friendly working environment
2. career development and professional training opportunities
3. opportunities to engage with international clients

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

#LI-JACUK

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**Company Description**