



PR/117978 | Accounting & Administrative Assistant

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1541583

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 07:00

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

Job Responsibilities: Accounting Duties:

- Assist in managing accounts payable and receivable.
- Process invoices, payments, and reconciliations.
- Maintain accurate financial records and support month-end closing.
- Prepare basic financial reports and assist in audits.
- Ensure compliance with company policies and accounting regulations.
- Calculation of Payroll

Administrative Duties:

- Handle office correspondence, filing, and documentation.
- Support the preparation of contracts, reports, and business documents.
- Liaise with suppliers, clients, and internal teams for smooth operations.

Skills and Requirements:

- **Accounting Experience:** Solid experience in accounting or finance-related roles, preferably within the trading industry.
- **Strong Numerical Skills:** Ability to analyze financial data accurately, perform calculations efficiently, and interpret financial reports.
- **Accounting Software Proficiency:** Expertise in using **Sage, QuickBooks**, or other accounting software for

bookkeeping, invoicing, and financial reporting.

- **Attention to Detail:** High level of accuracy in financial transactions, reconciliations, and documentation.
- **Regulatory Knowledge:** Understanding of accounting principles, tax regulations, and compliance standards.
- Support the preparation of contracts, reports, and business documents.
- Liaise with suppliers, clients, and internal teams for smooth operations.
- Fluent in English. Japanese is advantage.
- Eligible to work in UK without restriction.

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

Company Description