



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

Job Information

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

1541590

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 05:00

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

Company Information: Accountancy firm

Job Title: Accounting and Payroll Assistant (Japanese speaking)

Location: City of London (On-site)

Employment Status: [Temp to Perm]

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

Company Description