



## PR/118107 | Finance Assistant

### Job Information

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

1552010

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

July 29th, 2025 01:00

### 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

**Location:** London (Hybrid work available)**Employment Type:** Full-time, Permanent**Salary:** GBP 29K-34K**Working Hours:** Monday to Friday**Job Overview**

We are seeking a proactive and detail-oriented Finance Assistant to join our team. You will be responsible for a variety of finance-related tasks across multiple entities, including cash management, purchase and sales ledger operations, and VAT reporting.

**Key Responsibilities**

## &lt;Cash Management&gt;

- Maintain Excel-based cashbooks for 10 entities
- Perform daily bank reconciliations

## &lt;Purchase Ledger&gt;

- Manage weekly payment runs per entity
- Prepare payment lists with correct nominal codes and supporting documents
- Input payment data into online banking systems
- Organise Outlook inbox to sort payment requests and save invoices by entity and payment date
- Respond to internal and external email queries
- Post purchase transactions into SAGE via Paperless software

## &lt;Sales Ledger&gt;

- Process manual sales invoices
- Post sales transactions into SAGE via Paperless software

## &lt;Finance Team Support&gt;

- Reconcile client account balances with invoices from property management companies
- Prepare monthly/quarterly VAT returns per entity
- Assist with other ad hoc finance tasks as needed

**Requirements**

- Self-starter with strong organisational skills and ability to manage own workload
- Willingness to learn and grow within the role
- Excellent time management and multitasking abilities
- Minimum 3 years' experience in purchase ledger or similar finance role (preferred)
- High attention to detail and accuracy in financial record keeping
- Proficient in Excel and Outlook
- Experience with SAGE Line 50 (preferred)
- Basic accounting knowledge (AAT Level 2 or equivalent)

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**