



PR/118479 | (Japanese Speaking) Finance Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1581782

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 19th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese company

Location: London (Hybrid work available after probation)

Employment Type: Full-time, Permanent

Salary: Depending on experience

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

< Cash Management >

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

< Purchase Ledger >

- 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

< Sales Ledger >

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

< Finance Team Support >

- 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)

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

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