



PR/118489 | (Japanese Speaking) Assistant Finance Manager

Job Information

Recruiter

JAC Recruitment UK

Job ID

1582375

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:10

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

Position: (Japanese Speaking) Assistant Finance Manager

Location: London

Salary: Depending on experience

Job Purpose

As a member of the Finance & Accounting team at the European Regional Headquarters, you will support consolidated financial reporting to the headquarters in Japan and assist with budgeting and performance management under the guidance of the Finance Manager.

You will contribute to ensuring the accuracy of financial information by collecting and organizing data from group companies.

In addition, you will support process improvements—such as streamlining existing workflows—and assist in preparation for the future implementation of Lucanet, thereby contributing to overall operational quality enhancement within the organization.

Key Responsibilities

Financial Reporting Support

- Assist in preparing reporting packages for the Japan headquarters
- Collect and perform initial checks of reporting data from various European sites
- Update reporting materials and organize data as needed

Business Process Improvement & System Support

- Support the streamlining and automation of manual processes, mainly using Excel
- Assist in data preparation and operational readiness for the future implementation of the consolidation system (Lucanet)
- Support the creation of materials and data validation toward standardizing reporting formats
- Assist in enforcing rules to enhance data quality

Budgeting & Performance Management Support

- Collect and organize data submitted by group companies
- Update data and perform preparatory tasks during the budgeting process
- Assist in organizing various KPIs (e.g., investment amounts, recovery status)
- Support updates to management materials, including financial and non-financial data
- Communicate with subsidiaries for data checks and inquiries

Requirements

Mandatory Skills & Experience

- Practical experience in financial accounting (understanding of BS/PL)
- Skills in organizing and analyzing data using Excel
- Strong communication skills in both Japanese and English
- Ability to work flexibly within a team
- Work experience at a Japanese company, or understanding of Japanese corporate culture and reporting processes

Preferred Skills & Experience

- Experience supporting consolidated accounting or subsidiary management
- Experience using accounting systems (e.g., Lucanet, Sun System)
- Experience in business process improvement or automation (Excel, Power Query, etc.)
- Accounting experience in a real estate company

Required Personal Attributes

- Strong sense of responsibility to perform daily tasks accurately
- Proactive approach to process improvement and willingness to tackle challenges rather than settling for the status quo
- Flexibility to learn and adapt in a changing environment
- Ability to work collaboratively in a multicultural environment

Career Path

- Opportunity to gain hands-on experience in global reporting and develop specialized expertise
- Work closely under the Finance Manager, with exposure to a wide range of tasks including process improvement and system-related initiatives

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

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Company Description