



## PR/118531 | (Japanese Speaking) Financial Administrator

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1589939

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 09:01

### 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: Japanese company

Position: Financial Administrator (Japanese Speaking)

Location: Hertfordshire (hybrid working)

Salary: Depending on experience

**Key Responsibilities**

As a Financial Administrator, you will be involved in a broad range of finance and accounting support activities, including:

- Processing supplier invoices and supporting payment runs
- Preparing and issuing sales invoices and assisting with debt collection
- Performing bank reconciliations and ensuring accuracy between SAP and bank statements

- Posting journals and supporting month-end close activities
- Maintaining fixed asset records
- Supporting internal and external audit processes
- Assisting with budgeting activities and financial analysis
- Supporting VAT returns and expense processing
- Handling filing, document management, and record keeping
- Supporting communication and coordination with the Japanese headquarters, including approvals, contracts, and administrative tasks
- Providing general finance and administrative support as required by the Financial Controller

#### Skills and Experience

The successful candidate will bring:

- Proven experience in an administrative or finance support role
- Strong attention to detail and accuracy
- The ability to work effectively in both English and Japanese, including basic translation support
- Practical experience with Microsoft Excel (e.g. formulas, lookups, pivot tables)
- A well-organised approach, with the ability to manage multiple tasks and meet deadlines
- The confidence to work independently as well as collaboratively within a team

Experience with SAP or IBM Notes is an advantage, but not essential. An interest in or familiarity with the video games industry would be welcomed.

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