



PR/118570 | Accounting coordinator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1599833

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese company

Positions: Accounting coordinator

Location: Enfield (hybrid work after probation)

Salary: Depending on experience

Responsibilities

- Accurately and timely processing of supplier invoices.

- Ensure invoices are properly coded and documented.
- Maintaining Supplier accounts and ensuring Ledgers are kept updated.
- Review invoice disputes and discrepancies and work to resolve them.
- Monitor and track overdue accounts and follow up with suppliers to make payments timely.
- Collaborate with other departments to resolve supplier issues.
- Manage monthly expenses and prepare topics to report to management
- Oversee the accurate and timely processing of customer invoices.
- Review invoice disputes and discrepancies and work to resolve them.
- Develop and implement effective collection strategies to reduce outstanding accounts receivable.
- Monitor and track overdue accounts and follow up with customers to secure payments.
- Reconcile payments and resolve discrepancies between invoices and receipts.
- Prepare and analyse accounts receivable aging reports.
- Maintain positive relationships with customers and address their inquiries and concerns.
- Help and support the finance and accounting work of the team when necessary.

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