



PR/118663 | (Japanese Speaking) Finance Manager & Assistant Office Manager

Job Information

Recruiter

JAC Recruitment UK

Job ID

1603007

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 10:38

General Requirements

Minimum Experience Level

Over 6 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: (Japanese Speaking) Finance Manager & Assistant Office Manager

Location: South East England, UK (onsite)

Salary: Depending on experience

Responsibilities

Finance

- Manage Accounts Payable and Accounts Receivable processes

- Prepare management accounts and financial reports
- Support monthly, quarterly, and year-end closing procedures
- Prepare VAT returns and other statutory reporting
- Process expenses and invoices
- Assist with cash flow monitoring and forecasting
- Maintain fixed asset records
- Support payroll preparation and related records
- Conduct monthly stock control activities
- Assist with annual budgeting processes
- Maintain accurate financial records and support audit activities

Office Management & Administration

- Assist in maintaining and improving internal systems, databases, and procedures
- Manage general office administration and correspondence
- Coordinate office supplies and facilities management
- Maintain filing and document retention systems
- Support health & safety and office compliance activities
- Assist in managing office-related contracts and insurance matters
- Support customer complaint handling procedures
- Provide administrative support to senior management
- Carry out ad hoc projects and office duties as required

Requirements

- Previous experience in accounting, finance, or bookkeeping
- Experience with month-end processes, management accounts, cash flow, and forecasting
- Understanding of accounting principles and financial regulations
- Strong analytical and problem-solving skills
- Excellent organisational skills and attention to detail
- Good IT skills, including Microsoft Excel, Word, and PowerPoint
- Experience with accounting software (Sage experience advantageous)
- Experience with payroll administration is desirable
- Knowledge of foreign currency transactions (FX) would be beneficial
- Accounting qualification (ACCA, CIMA, AAT, or equivalent) or relevant experience preferred
- Accounting, Finance, or related degree advantageous
- Japanese language skills

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

#LI-JACUK

#NT

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Company Description