



TR/118676 | Temporary Administration & Planning Senior Clerk

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1604848

Industry

Bank, Trust Bank

Job Type

Temporary

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 04:00

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 Financial Institution

Position: Temporary Administration & Planning Senior Clerk

Location: London

Type: Agency Worker

Salary: up to GBP18/hour

Overview

This is a varied role combining credit administration, client support, KYC coordination, management reporting, and executive administrative assistance. The successful candidate will work closely with internal stakeholders across multiple departments and play an important role in supporting daily banking operations.

Key Responsibilities

Credit Administration

- Support administrative processes related to corporate lending, deposits, foreign exchange transactions, and fund transfers.
- Act as a key point of contact for clients and internal departments regarding banking transactions and account-related enquiries.
- Monitor loan and deposit maturity schedules and liaise with clients regarding renewal instructions.
- Coordinate with operational and back-office teams to ensure timely and accurate transaction processing.
- Assist with the preparation of management information and maintain client relationship databases and transaction records.
- Support KYC (Know Your Customer) and client due diligence processes, including collecting documentation and maintaining records within internal systems.
- Review credit application documentation and liaise with front-office teams regarding amendments where required.

Administrative & Executive Support

- Provide administrative support to senior banking professionals.
- Assist with business travel arrangements, bookings, approvals, and expense administration.
- Coordinate meetings, internal documentation, and general departmental administration.
- Undertake ad hoc projects and administrative tasks as required.

Skills and Experience

- Minimum 2 years' experience within the financial services sector.
- Previous exposure to credit administration, KYC, client onboarding, or banking operations is highly desirable.
- Strong numerical and analytical skills with excellent attention to detail.
- Proficient in Microsoft Office applications, particularly Excel. Experience with Access would be advantageous.
- Excellent organisational and communication skills.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.

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

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Company Description