



CR/118798 | Finance and Administration Assistant (Part time)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1618624

Industry

Audit, Tax Accounting

Job Type

Contract

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:34

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Finance and Administration Assistant

Location: London

Salary: Approximately £35,000-£40,000 per annum (pro rata), depending on experience

Hours: Part-time (3 days per week)

The position will provide administrative and operational support for the asset management activities of a group of investment companies.

The role will assist with accounting, cash management, reporting, compliance, tax, contract management, and corporate administration, while coordinating with headquarters, the joint investor, banks, bookkeepers, auditors, legal advisors, and other external advisors.

Key Responsibilities

- Provide administrative support for the asset management activities of the investment companies, including liquidation

processes.

- Coordinate the monthly management accounts process and liaise with bookkeepers.
- Support audit and tax filing processes by coordinating documentation and responding to information requests.
- Monitor cash flow and cash balances for each entity.
- Review invoices and prepare payment instructions, coordinating with external advisors where necessary.
- Maintain contracts, statutory records, and other corporate documentation.
- Prepare financial and other reports for headquarters, including J-CFC and global minimum taxation reporting.
- Handle ad hoc reporting and information requests from headquarters.
- Manage KYC/AML due diligence requests from advisors, banks, and other relevant parties.

Skills and Experience

- Proficiency in Microsoft Excel and general IT systems.
- Basic understanding of accounting and taxation.
- Analytical skills, including data analysis and variance analysis.
- Desirable: Ability to conduct business in Japanese, both verbally and in writing.

※Please note that only shortlisted candidates will be contacted.

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Company Description