



PR/117978 | Accounting & Administrative Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1538398

業種

その他（商社）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Responsibilities: Accounting Duties:

- Assist in managing accounts payable and receivable.
- Process invoices, payments, and reconciliations.
- Maintain accurate financial records and support month-end closing.
- Prepare basic financial reports and assist in audits.
- Ensure compliance with company policies and accounting regulations.
- Calculation of Payroll

Administrative Duties:

- Handle office correspondence, filing, and documentation.
- Support the preparation of contracts, reports, and business documents.
- Liaise with suppliers, clients, and internal teams for smooth operations.

Skills and Requirements:

- **Accounting Experience:** Solid experience in accounting or finance-related roles, preferably within the trading industry.
- **Strong Numerical Skills:** Ability to analyze financial data accurately, perform calculations efficiently, and interpret financial reports.
- **Accounting Software Proficiency:** Expertise in using **Sage, QuickBooks**, or other accounting software for

bookkeeping, invoicing, and financial reporting.

- **Attention to Detail:** High level of accuracy in financial transactions, reconciliations, and documentation.
- **Regulatory Knowledge:** Understanding of accounting principles, tax regulations, and compliance standards.
- Support the preparation of contracts, reports, and business documents.
- Liaise with suppliers, clients, and internal teams for smooth operations.
- Fluent in English. Japanese is advantage.
- Eligible to work in UK without restriction.

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

会社説明