



PR/118003 | Assistant Manager, Project Administration

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

1539150

業種

ITコンサルティング

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13日 10:25

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

Summary of this role

This role focuses on the order-to-cash and procure-to-pay processes from an accounting and administrative perspective. After a successful probationary period, there is potential for promotion to a Managerial position, where the postholder will manage the Project Administration and Financial Accounting teams. The promotion will also come with a salary increase.

As a Project Administration & Financial Accounting Manager, responsibilities will include monthly/year-end closing, preparing financial statements, and managing audits and taxes.

Scope of the job

Project Administration Assistant Manager (First six months):

- Create sales quotations, orders, invoices, and purchase orders using SAP S/4Hana.
- Ensure accurate booking of sales and cost of sales per company's accounting policy and GAAP.
- Manage a team of 5 Assistant Accountant Administrators, assigning tasks/projects.
- Improve order-to-cash and procure-to-pay processes, update operation manual.
- Prepare data according to the requirement of IFRS 15 and respond to auditor inquiries.
- Handle email inquiries from internal and external parties.
- Respond to ad-hoc tasks from Corporate Manager/business department Managers.

Financial Accounting & Project Administration Manager (After six months):

- Oversee daily activities of the Financial Accounting team, maintain accurate financial records, ensure data security.
- Develop accounting policies per GAAP, implement procedures with SAP S/4HANA to improve efficiency and accuracy.
- Prepare, review, and analyze financial reports (monthly, quarterly, annual).
- Calculate and file corporate tax returns with a professional firm.
- Manage all aspects of the audit process.
- Supervise, train, and mentor Financial Accounting team members.

Skills & Knowledge essential for the role:

- ACCA qualified or part qualified with significant experience in accounting management.
- Must be confidence in managing and delegating tasks to a team.
- Excellent communication and interpersonal skills for interacting with stakeholders, including senior management, auditors, and non-finance departments.
- Must possess strong prioritization skills and ability to meet deadlines.
- Experience as an Accounting Manager in a small to mid-sized company, overseeing all accounting and tax functions.

Benefits

- Hybrid working (1 day per week in office, 4 days wfh)
- Private Pension Scheme
- Critical Illness Protection
- Life Assurance
- Group Disability Scheme
- Optional Private Healthcare for you & your family
- Interest-free Season Ticket Loan
- Personal Loans
- Study Sponsorship
- Long Service Awards

- Free Eyesight Testing
- Employee Referral Scheme
- Free access to the building's facilities e.g. Gym, Swimming Pool & Sauna

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

#LI-JACUK

会社説明