



PR/117989 | Accounting and payroll assistant (Japanese speaking)

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

1548322

業種

監査・税理士法人

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07月08日 16:38

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

Company Information: Accountancy firm

Job Title: Accounting and Payroll Assistant (Japanese speaking)

Location: City of London (On-site)

Employment Status: [Temp to Perm]

Salary: Competitive salary depending on experience

Our client is currently looking for an enthusiastic, detail-oriented, bilingual individual to join their team as an Accounts and Payroll Assistant.

Job description:

This position will be responsible for all accounting and payroll related tasks. The ideal candidate will have at least one year's work experience and be fluent in both Japanese and English. They should also have good communication skills, a willingness to learn and be accurate and courteous.

Main duties (including but not limited to):

1. preparation of management accounts
2. monthly payroll processing and submission to HMRC (RTI)
3. preparation and submission of VAT returns
4. preparation and submission of Self Assessment tax returns
5. preparation of annual accounts
6. preparation and submission of corporate tax returns (CT600)
7. collecting and verifying necessary documents in coordination with clients
8. maintaining accurate financial records
9. supporting team members

Qualifications:

1. at least 1 year working experience in accounting and payroll
2. good communication skills (reading, writing and speaking) in both Japanese and English
3. ability to work carefully and accurately
4. willingness to learn and work independently
5. experience with accounting software (Xero, QuickBooks, etc.) would be an advantage
6. knowledge of UK tax and accounting standards would be an advantage

What our client offers:

1. supportive and friendly working environment
2. career development and professional training opportunities
3. opportunities to engage with international clients

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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