PR/118087 | Accounting Administrator(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
1556314

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09月09日 01:00

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 Title
Account Administrator

VISA Status
Must have the legal right to live and work in the UK

Workplace
Flexible hybrid arrangement – a mix of remote work and office presence in central London

Hours

Part time - 24 hours a week

About the Role
We are looking for a meticulous and proactive **Account Administrator** to support our financial and administrative operations in the UK. This role requires close coordination with our headquarters in Japan, as well as external partners such as accounting firms, payroll providers, and vendors.

You will play a key role in ensuring smooth day-to-day operations across banking, payroll, invoicing, and general office administration. The ideal candidate will be comfortable working independently while maintaining strong communication with both internal and external stakeholders.

Main Responsibilities **Banking & Financial Operations**
- Schedule and process payments for vendors, contractors, and service providers, including urgent payments when necessary

- Retrieve and securely store monthly bank and credit card statements

- Collaborate with external vendors to prepare monthly and quarterly P&L reports and support performance reviews

- Organize documentation for VAT filings and ensure accurate record-keeping of all financial transactions

Payroll Administration
- Set up salary transfers and distribute payslips securely

- Maintain accurate employee records, including:

    - National and health insurance enrollment

    - Tax ID and bank account details

    - Employment contracts and supporting documents (e.g., ID, work eligibility, P45)

- Monitor attendance and timesheets with the store manager, calculate overtime, and process special leave

- Submit monthly payroll summaries to HQ in Japan

Invoice & Expense Management
- Record and update invoices in the company tracking system

- Oversee expense tracking to ensure accurate documentation

- Verify purchase orders and shipping invoices for compliance and internal alignment

Operations & General Administration
- Ensure secure and compliant storage of all financial and administrative records

- Manage e-commerce payments and VAT reporting

- Monitor store cash flow, reconcile daily cash counts, and implement secure cash handling procedures

- Support inventory checks and reconcile physical stock with financial records

- Assist with freight and customs-related invoice issues and compliance

- Compile shipping cost data and produce regular analysis reports

Additional Duties
- Maintain organized records of all financial transactions

- Collaborate with internal and external teams to improve administrative workflows

- Act as the primary liaison between the UK office and Japanese HQ for finance and admin matters

- Stay informed about changes in payroll regulations

Preferred Qualifications & Skills
- Experience in finance or accounting support, ideally in retail or a similar industry

- Japanese Native level & English Business level

- Familiarity with UK banking and payroll procedures

- Strong communication and interpersonal skills

- Excellent attention to detail and organizational abilities

- Proficiency in accounting software (e.g., Xero), Excel, cloud storage tools, and Shopify

- Understanding of employment documentation and GDPR/data protection

- Ability to handle sensitive information with discretion

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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会社説明