



PR/118239 | Administration & Accounting Assistant Manager (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

1560938

業種

鉄道・航空・その他旅客輸送サービス

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10月07日 11:38

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Position: Administration & Accounting Assistant Manager

Salary: GBP 35K

Location: North London (Hybrid working, 1 day in the office)

Skills and Experience

Accounting

Daily bookkeeping tasks, including:

Data entry using SAGE
Invoice generation
Processing business expenses
Account reconciliations

Finance

Handling transactions in multiple currencies
Preparing monthly financial reports (P&L and Balance Sheet)
Developing budgets and forecasts (P&L, Balance Sheet, and Cash Flow)

Preferred Experience and Skills

Experience working in small to medium-sized enterprises (SMEs)
Japanese language skills or experience working in a Japanese company
Understanding of import/export operations
Preparing financial documentation for business loan applications
Familiarity with bank online payment platforms and payment processes
Payroll processing
VAT return preparation
Participating in audit interviews
Supervising and managing team members

Personality

Adaptable and open-minded
Strong numerical and analytical skills
Reliable in meeting deadlines
Proactive in sharing knowledge and experience with others

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会社説明