



## PR/118248 | Accounts 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

1560943

#### 業種

その他（メーカー）

#### 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

**Job Title:** Accounts Assistant

**Reporting to:** Finance Manager

**Location:** Woking

#### Purpose of the Role

To ensure the accuracy and integrity of financial data both within and outside the accounting system, and to support the efficient operation of the Finance Department. The role also includes deputising for the Finance Manager, particularly in credit control matters.

#### Candidate Profile

This role requires a proactive and adaptable individual with the following attributes:

- Ability to work independently and take initiative
- Strong interpersonal skills for internal and external communication
- Sound judgment and decision-making based on gathered information

- Effective prioritisation and attention to detail
- Commitment to continuous improvement
- Ability to work under pressure and meet deadlines
- Team-oriented with a strong sense of loyalty and commitment
- Flexible and willing to support tasks beyond core responsibilities
- Solid understanding of double-entry bookkeeping and bank reconciliation
- Proficient IT skills, especially in MS Office (Excel at intermediate level)
- Professional communication skills, both written and verbal
- Ability to present information clearly and appropriately for the audience

#### **Key ResponsibilitiesCashbook Management**

- Maintain accurate and timely records of receipts and payments in Sales and Purchase Ledgers
- Post nominal ledger entries for cash transactions
- Reconcile monthly bank statements
- Generate reports from accounting software
- Prepare BACS payment instructions and remittance advices
- Manage petty cash in foreign currencies

#### **Credit Control / Receivables**

- Maintain up-to-date Sales Ledger and CRM notes
- Issue customer statements and liaise with Sales Department regarding debtors
- Provide account information to Sales Department
- Monitor credit limits and advise on dispatch decisions
- Produce weekly debtor reports and monitor balances
- Lead fortnightly credit control meetings with Sales and Operations
- Obtain credit reports and trade references for new and existing customers
- Draft and manage letters of demand
- Act as Finance Manager's deputy in credit control matters when required

#### **Purchase Invoices, Payables & Expenses**

- Match and post supplier invoices to Purchase Orders
- Coordinate payment authorisations across departments
- Process BACS payments for suppliers and group companies
- Communicate with suppliers and manage credit card expenses
- Maintain electronic invoice and credit files

#### **Sales Ledger**

- Ensure accuracy of entries made by Sales Administrators
- Liaise with IT and Data Analysts to resolve issues promptly
- Ensure correct posting to analysis codes in Opera system

#### **VAT Returns**

- Prepare VAT analysis and submit monthly VAT returns online

**Accounts Administration**

- Communicate professionally with customers and suppliers
- Maintain filing systems and perform general admin tasks

**Import & Export Transactions**

- Support purchase and sales departments with import/export activities, including letters of credit

**Budget Monitoring**

- Manage foreign currency petty cash
- Monitor monthly departmental expenses

**Support to Department Head**

- Assist with month-end journal postings and reporting
- Conduct research and support group reporting and performance analysis
- Help with audit preparation and ad-hoc projects
- Provide financial data to other departments as needed

**Deputising Finance Manager**

- Act as deputy when requested by the Managing Director, limited to authorised responsibilities

**General Responsibilities**

- Maintain confidentiality and objectivity in all professional dealings
- Uphold professional competence and conduct
- Adhere to company policies and relevant regulations
- Maintain professional behaviour and integrity

#LI-JACUK #EY

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会社説明