



PR/118531 | (Japanese Speaking) Financial Administrator

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

1589939

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

2026年04月28日 10:29

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: Japanese company

Position: Financial Administrator (Japanese Speaking)

Location: Hertfordshire (hybrid working)

Salary: Depending on experience

Key Responsibilities

As a Financial Administrator, you will be involved in a broad range of finance and accounting support activities, including:

- Processing supplier invoices and supporting payment runs
- Preparing and issuing sales invoices and assisting with debt collection
- Performing bank reconciliations and ensuring accuracy between SAP and bank statements

- Posting journals and supporting month-end close activities
- Maintaining fixed asset records
- Supporting internal and external audit processes
- Assisting with budgeting activities and financial analysis
- Supporting VAT returns and expense processing
- Handling filing, document management, and record keeping
- Supporting communication and coordination with the Japanese headquarters, including approvals, contracts, and administrative tasks
- Providing general finance and administrative support as required by the Financial Controller

Skills and Experience

The successful candidate will bring:

- Proven experience in an administrative or finance support role
- Strong attention to detail and accuracy
- The ability to work effectively in both English and Japanese, including basic translation support
- Practical experience with Microsoft Excel (e.g. formulas, lookups, pivot tables)
- A well-organised approach, with the ability to manage multiple tasks and meet deadlines
- The confidence to work independently as well as collaboratively within a team

Experience with SAP or IBM Notes is an advantage, but not essential. An interest in or familiarity with the video games industry would be welcomed.

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

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会社説明