



PR/118668 | Back Office Analyst (FTC, 12 months)

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

1603011

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

2026年07月21日 10:38

応募必要条件

職務経験

6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

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

Back Office Analyst (12-Month Fixed-Term Contract)

Location: London (Hybrid Working – minimum 3 days per week in the office)

Contract: Fixed-Term Contract (12 months)

Salary: Competitive, depending on experience

About the Role

An international organisation is seeking an experienced Back Office Analyst to support business operations during a period of system enhancement and organisational change.

This position requires a proactive and detail-oriented professional who can take ownership of end-to-end back-office activities, coordinate with multiple stakeholders, and contribute to process improvements and operational controls. The successful candidate will play a key role in ensuring smooth and accurate operational processes within a fast-paced environment.

Key ResponsibilitiesBack Office Operations

- Manage end-to-end back-office processes, including confirmations, settlements, reconciliations, and reporting

- Ensure operational accuracy, completeness, and timely execution of daily activities
- Maintain operational controls and data integrity across assigned processes
- Independently prioritise workload and manage multiple deadlines

Stakeholder Management

- Liaise with internal teams across multiple functions to ensure efficient coordination
- Handle operational queries and resolve issues in a timely manner
- Escalate risks and concerns where appropriate
- Provide clear progress updates and support knowledge sharing within the team

Risk & Control

- Identify operational risks, process inefficiencies, and control gaps
- Investigate and resolve discrepancies
- Ensure adherence to internal controls and relevant regulatory requirements

System Implementation & Process Improvement

- Support user acceptance testing (UAT), including test planning, execution, and validation
- Assess operational impacts and identify risks associated with system changes
- Contribute to operational readiness for new systems and process enhancements
- Recommend and support initiatives to improve efficiency, scalability, and controls

Additional Responsibilities

- Provide support across team activities as required
- Participate in projects and ad-hoc initiatives
- Assist in maintaining operational continuity during periods of change

Candidate Requirements

- Experience
 - Minimum 5 years of experience in Back Office, Operations, Settlements, Trade Support, or a related function
 - Experience managing complex operational issues and process changes
 - Experience working with multiple internal stakeholders in a dynamic environment

Skills

- Strong understanding of back-office operations and operational controls
- Excellent analytical and problem-solving abilities
- Strong communication and stakeholder management skills
- High attention to detail and accuracy
- Good organisational and time-management skills
- Strong Excel and Microsoft Office skills

Personal Attributes

- Proactive, self-motivated, and able to work independently
- Strong sense of ownership and accountability
- Adaptable and comfortable working in a changing environment
- Continuous improvement mindset
- Able to deliver high-quality work under pressure and manage competing priorities

We regret to inform 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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会社説明