

CR/118798 | Finance and Administration Assistant (Part time)

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
1618624

業種
監査・税理士法人

雇用形態
契約

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年11月03日 08:00

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
流暢レベル

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

Finance and Administration Assistant

Location: London

Salary: Approximately £35,000-£40,000 per annum (pro rata), depending on experience

Hours: Part-time (3 days per week)
The position will provide administrative and operational support for the asset management activities of a group of investment companies.

The role will assist with accounting, cash management, reporting, compliance, tax, contract management, and corporate administration, while coordinating with headquarters, the joint investor, banks, bookkeepers, auditors, legal advisors, and other external advisors.

Key Responsibilities

- Provide administrative support for the asset management activities of the investment companies, including liquidation

processes.

- Coordinate the monthly management accounts process and liaise with bookkeepers.
- Support audit and tax filing processes by coordinating documentation and responding to information requests.
- Monitor cash flow and cash balances for each entity.
- Review invoices and prepare payment instructions, coordinating with external advisors where necessary.
- Maintain contracts, statutory records, and other corporate documentation.
- Prepare financial and other reports for headquarters, including J-CFC and global minimum taxation reporting.
- Handle ad hoc reporting and information requests from headquarters.
- Manage KYC/AML due diligence requests from advisors, banks, and other relevant parties.

Skills and Experience

- Proficiency in Microsoft Excel and general IT systems.
- Basic understanding of accounting and taxation.
- Analytical skills, including data analysis and variance analysis.

- Desirable: Ability to conduct business in Japanese, both verbally and in writing.

※Please note that only shortlisted candidates will be contacted.

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