

PR/118805 | Treasury 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
1618634

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11月03日 07:00

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
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

Company: Japanese company

Job Title: Treasury Assistant

Contract type: 12 months FTC with the potential to become a permanent position based on performance and business needs.

Location: London

Salary: Depending on experience

Position Summary

We are seeking a Treasury Assistant to support the day-to-day financial operations. This role focuses on treasury activities, margin-related payments, client account administration, reconciliations, financial reporting support, and regulatory

compliance. The successful candidate will work closely with the finance team to ensure accurate financial records, efficient cash management, and adherence to internal controls and regulatory requirements.

Key Responsibilities

Treasury Operations & Liquidity Support

- Process daily collateral and treasury-related transactions, ensuring timely execution and accurate reconciliation of client and counterparty activities.
- Monitor account funding requirements and coordinate with relevant stakeholders to maintain adequate liquidity.
- Track margin balances and ensure financial obligations are fulfilled on time.
- Support daily cash flow management and payment processing in line with liquidity and risk management policies.
- Assist with treasury operations, cash positioning, and cash flow forecasting.

Account Management & Reconciliations

- Maintain and update account records, ensuring financial data remains accurate and current.
- Perform daily and monthly bank reconciliations and verify financial transaction accuracy.
- Assist with reconciliations of foreign exchange positions, margin accounts, and other financial records.
- Support reconciliation of cash, collateral, and related financial accounts.
- Ensure payments and receipts are accurately recorded within financial systems.
- Provide responsive support to internal and external stakeholders regarding finance-related queries.

Financial Reporting & Compliance

- Support the annual audit process, including preparation of schedules and liaison with external auditors.
- Assist with preparation and submission of indirect tax, corporate tax, and other regulatory documentation.

Administrative & Operational Support

- Provide general support across finance operations, including invoice processing and payments.
- Maintain accurate financial records and supporting documentation for audit and compliance purposes.
- Assist with management reporting and ad hoc requests from senior stakeholders.
- Support employee expense processing and other finance-related administrative activities.

Regulatory Compliance & Controls

- Support compliance with applicable financial services regulations and reporting requirements.
- Assist with regulatory reporting and monitoring activities.
- Help maintain effective internal controls, financial governance processes, and data integrity standards.
- Adhere to anti-fraud, anti-money laundering, and related compliance policies.
- Escalate discrepancies and control issues in a timely manner.

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