



PR/117515 | Japanese Speaking Accounts Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1512689

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title

Accounts Assistant

Type of employment

Permanent Position

Salary

£26,000 per annum

Job profile

Japanese logistics company currently are looking for an Accounts Assistant to support their Finance Manager.

Key areas of Responsibility

Accounts Payable

- Manage the full cycle of accounts payable processes including invoice processing, payment processing, and reconciliation
- Verify, code, and enter invoices into SAP accurately and in a timely manner
- Communicate effectively with vendors and internal departments to resolve any billing discrepancies or issues
- Conduct regular audits of accounts payable data to ensure accuracy and compliance with company policies and procedures
- Collaborate with the finance team to support month-end and year-end closing activities
- Assist in recording accruals and prepayments based on expected expenses.
- Maintain Creditor/Vendor database in in-house system
- Monitor all department purchasing processes and advise Finance Manager when performance is not according to agreed procedures
- Assist with preparation of quarterly VAT return
- General Accounts Administration
- Maintain a filing of Spending application forms after MD's approvals.
- Complete monthly BS reconciliation for all BS accounts
- Other ad hoc duties including providing reports, analysing data, monthly reporting and support to various departments

Other

- Perform general administrative tasks such as answering phone calls, responding to emails, and managing calendars
- Assist Finance Manager on facility maintenance including IT facility
- Assist on any ad-hoc tasks as required

Experience/ Key Skills

- Relevant qualifications or qualification by experience
- Capable of working 5 days a week in the office
- Ability to communicate effectively
- Strong attention to detail
- Self-motivated, so can operate independently with minimum daily direction
- Strong IT skills including competency in MS Office and finance software(SAP)

Location

West Drayton, London

Visa

Eligible to work in the UK

About our client

Logistics industry

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

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#citylondon

Company Description