



## PR/117798 | Accounting Supervisor (Japanese Speaking )

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1515388

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

**Company:** Japanese Company

**Job Title:** Accounting Supervisor / Assistant Manager (Japanese Speaking)

**Reports to:** Director and Manager of General Administration

**Responsible to:** Accounts Manager

**Salary:** GBP 26K to 37K

**Job Purpose:** To administer the Company's accounting and treasury. To analyse and construct related processes. To manage and coach Accounting Assistants for their development.

To engage in general administration duties and other activities beyond accounting.

**Key Responsibilities**

The Accounting Supervisor performs a variety of general support tasks in the accounting department including:

- Verify the accuracy of invoices and other accounting documents or records. Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g. disbursements, expense vouchers, receipts, accounts payable).
- Enter/check data into computer system using defined computer programs (SAP)
- Compile data and prepare a variety of reports.
- Reconcile records/checking of reconciled records with internal company employees and management, or external vendors or customers.
- Recommend actions to resolve discrepancies.
- Investigate questionable data.
- Utilise accounting principles to ensure compliance with regulatory reporting requirements.
- Liaise with HMRC regarding tax related payments and enquiries.
- Point of contact for banks regarding payments.
- Inter Office Correspondence distribution and other general administration.
- Any other business related to Accounting and General Administration of EMEAR, such as ESG initiatives.

**Essential****(Experience & Knowledge)**

- Studying/Holding Chartered Accountant qualification.
- Minimum 2 years' experience with bank reconciliation and general accounting.
- Maintain confidentiality in line with GDPR.
- Competency in Microsoft applications including Word, Excel and Gmail and Google Workspace.

**(Business skills & Behaviour)**

- Capable of working independently without constant supervision.
- Excellent prioritising skill.
- Team player.
- Pay attention to small details.

**Hours of work**

- 9.00 to 17.30 Monday to Friday
- 37.5 hours a week

**Location**

- London (Hybrid working)

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Company Description