



PR/117823 | Accounting Manager (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1517693

Industry

Retail

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 14:01

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

Position: Accounting Manager (Japanese Speaking)

Location: London (1 day a week can be WFH)

Salary: GBP 40K-60K

Hours: 9:00-18:00

Overview:

An Accounting Manager is responsible for overseeing the financial activities of an organization, ensuring compliance with financial regulations, and maintaining strong relationships with both internal and external stakeholders.

This role involves preparing financial statements, handling VAT returns, liaising with regulatory authorities, coordinating audits, managing daily accounting tasks, identifying opportunities for financial efficiency, and

maintaining financial controls.

Key Responsibilities:

- Financial Statements: Prepare and review financial statements to ensure accuracy and compliance with accounting standards.
- VAT Returns: Manage and submit VAT returns, ensuring timely and accurate filing.
- Regulatory Compliance: Handle filings and communications with regulatory authorities such as Companies House and HMRC, including annual returns and updates to company information.
- Audits: Coordinate internal and external audits, ensuring all financial records are accurate and up-to-date.
- Day-to-Day Accounting: Oversee daily accounting operations, including accounts payable and receivable, payroll, and general ledger maintenance.
- Administrative tasks: correspondence, filing and maintaining accurate records. Point of contact for any account queries.
- Financial Efficiency: Identify and implement opportunities for financial efficiency and cost savings.
- Stakeholder Relationships: Maintain and nurture strong relationships with internal and external stakeholders, including clients, suppliers, and regulatory bodies.
- Budgets: Develop and manage financial budgets, providing accurate and comprehensive financial information to support decision-making.
- Financial Controls: Maintain financial controls, processes, and systems that are in line with statutory requirements.
- Tax Filing: File and remit taxes and other financial obligations in a timely manner.
- Bank Reconciliation: Reconcile the company's bank statements and bookkeeping ledgers regularly.
- Credit Card/Petty Cash Reconciliation: Manage and reconcile credit card statements and petty cash.
- Technical Accounting Processes: Handle accruals, prepayments, depreciation, and intercompany transactions.
- Non-Current Assets: Manage depreciation of non-current assets.
- Retail/EC Invoice Postings: Post and reconcile retail and EC invoices.
- Month-End Closing: Support the Financial Controller and CFO in month-end closing processes, stock takes, and statutory audit preparation.
- Ad-Hoc Tasks: Support ad-hoc tasks and projects as required by the management team.

Qualifications:

- Business level of Japanese. English Fluent level
- Education: A bachelor's degree in Accounting, Finance, or a related field.
- Professional Qualification: Holding a qualification such as the Association of Chartered Certified Accountants (ACCA) would be preferable but not mandatory.
- Experience: Proven experience as an Accounting Manager or in a similar role, with specific experience in financial statement preparation, VAT returns, regulatory compliance, audits, and budget management.
- Skills: Strong analytical, organizational, and communication skills. Proficiency in accounting software and Microsoft Office Suite, with advanced knowledge of PivotTables and VLOOKUPS.
- Software Knowledge: Knowledge of Microsoft Navision or Business Central is desirable.

*The company is unable to offer any visa support

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Company Description