



## PR/117515 | Japanese Speaking Accounts Assistant

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1523410

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 10:30

### 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.

#LI-JACUK  
#citylondon

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Company Description