



PR/117798 | Accounting Supervisor (Japanese Speaking)

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

1515388

業種

旅行・観光

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

2025年02月11日 05:00

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

ビジネス会話レベル

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: 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)

#citylondon #jac_uk #LI_JACUK

会社説明