



PR/117823 | Accounting Manager (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

1517693

業種

小売

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03月25日 14:01

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

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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会社説明