

Independent Travel Company based in Central London is looking to recruit a **French speaking Purchase Ledger Assistant** with a positive attitude who thrives on challenges and hard work to join their finance team.

This is one-year contract to cover maternity leave starting mid-June.

**ROLE:**

- Ensure all supplier invoices are processed on time & correctly for France
- Monitoring Purchase Orders to ensure that they are completed, authorised, matched and closed
- Logging invoices onto the system and performing weekly reviews of the invoice log
- Assist with the preparation of payment runs and timely distribution of remittance advice notices
- Reconciling supplier statements
- Resolving any invoice queries from suppliers
- Bank reconciliations
- Adhoc financial accounting
- Ability to work in a multi-currency environment
- Assisting the Purchase Ledger Supervisor to ensure that the purchase ledger is closed in accordance with month end reporting
- Assisting with month end and year end procedures
- Any other task as needed from time to time

**PROFILE:**

- Fluent French and English
- Experience of French accounting, ideally in France
- Proven ability to communicate clearly and confidently
- Ability to function both independently and as part of a team with minimum instruction
- Ability to work under pressure to strict deadlines
- Organised, attention to detail and proactive approach to work
- Strong IT and Excel skills

**SALARY:**

Between £22k and £25k according to experience