

International organisation working in the educational sector is looking for a **French speaking Accounts Assistant**. As an Accounts Assistant, you will be part of small but efficient team and your role will be the daily running of Accounts Receivable and other financial records as well as assisting on any finance and non-finance related project.

ROLE:

AR duties:

- Invoicing students;
- Creating all students in SAP;
- Processing all students' invoices and scholarship credit notes.

IC:

- Ensuring that all IC invoices are done in timely manner;
- Quarterly and Yearly IC reconciliation with other sites;

Trading:

- Raising all invoices for the Bespoke clients;
- Raising all invoices for the Company projects and Partnerships and follow up payments as per contract.

Credit control:

- Insuring that all payments (Students and other) are received in due time, chasing up if necessary.

Banking:

- Processing Incoming payments for current accounts;
- Bank reconciliation of all bank accounts
- Petty cash reconciliation and process of journals.

Budget / Cost control:

- Assisting the Finance Team with ad-hoc Budget and Cost control tasks;

Other:

- Assisting the Finance Manager with any particular task on an ad-hoc basis, be finance or non-finance related;
- Assisting the Director of Finance and Operations with any particular task on an ad-hoc basis, be finance or non-finance related.

PROFILE:

- Fluent French and English
- **Good knowledge of the “plan comptable français” mandatory** (no UK experience required)
- Knowledge of SAP will be a plus or any other accounting software
- Ability to work autonomously and in a small team
- Eye for details is mandatory for the role as some intercompany work is quite complex

SALARY & BENEFITS:

£32c/pa + excellent benefits in term of pension and holidays