

International organisation based in North London is looking for a **Finance Assistant** to look mostly after the daily running of Accounts Payable and other financial records, as well as assisting on any finance and non-finance related project. The Finance Assistant will report to the Senior Finance Manager.

ROLE :

Accounts Payable:

- Reconciliation of all Purchase Orders (POs) to supplier invoices prior to accounts payable (AP) payments;
- Processing all AP invoices in SAP;
- Processing all outgoing payments in SAP (incl. Direct Debits);
- Organising BACS runs for payments;
- Monthly reconciliation of credit card statements to POs and processing;
- Monthly reconciliation of CT Travel statements to POs and processing;
- Controlling all expense claims (AP and payroll);
- Update of the PO system and Aurion with paid invoices;

Banking:

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

Other:

- Raising PO for Finance department and other;
- Assisting on Budget preparation.
- Assist the Finance Manager and the Director of Finance and Operations with any particular task on an ad-hoc basis, be finance or non-finance related;

PROFILE :

- Previous experience in accounts payable
- French will be a plus
- Ability to work in a small team and to be efficient
- Good communication skills

SALARY & BENEFITS

£26k/pa plus excellent benefits (holidays and pensions)