

Fast-growing digital marketing start-up based in Central London with subsidiaries in Europe, Asia and the US is looking for a **French speaking Finance Assistant**. The main responsibility of the Finance Assistant is the maintenance of financial records, the processing of income and expenditure, purchase of goods and services and the undertaking of a range of financial reporting and administrative tasks for their Swiss and French office. The Finance Assistant will report to the CFO, and this is a new position with strong career prospects.

ROLE:

- Account payable: managing suppliers and purchase ledgers and making payments
- Account receivable: billing clients and taking care of credit control
- Keeping records of invoices, administration documents, filling, updating spreadsheet
- Processing employee expense report and organising payment
- Participating in payroll process and HR tasks with local HR/Accountant
- Preparing monthly report with CFO to be sent to local accountant

PROFILE:

- Fluent in English and French
- Previous experience in a similar accounting or finance role
- Knowledge of French accounting a plus
- Strong IT skills, especially Excel
- Attention to details and organised
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and meet group deadlines

SALARY & BENEFITS:

- Between £25k and £28k according to skills and experience
- 25 Working days holidays plus bank holidays
- Participation on gym membership
- Team event