

Newly established UK Subsidiary of banking software company, which is a product market-leader is looking to recruit a **French speaking Finance and Administration Assistant** to support the Finance Manager in operating the Finance function, will help with administration and office management tasks. This role is key to providing a reliable and pro-active finance and administration function and plays an important role in the company's continued growth and success. It requires a confident individual with experience in bookkeeping and use of finance systems, as well as general office procedures. The Finance and Administration Assistant would suit a delivery-focused self-starter, who is comfortable taking ownership over processes.

**ROLE:**

*Bookkeeping:*

- Processing all invoicing.
- Processing expenses claims.
- Providing additional support as required to the Finance Manager.
- Credit control
- Manage changes and updates to payroll.

*Office administration*

- Maintain inventory of office supplies and own re-ordering processes.
- Help organise specific meetings inside and outside of the office.
- Process travel requests
- Provide ad hoc administrative support as needed to staff, including to those based overseas.
- Manage outgoing and incoming post.

**PROFILE:**

- Fluent French and English
- At least 2 year of experience in office and finance administration or in a similar role as a Finance and Administration Assistant
- Self-motivated and able to work on own initiative
- Able to prioritise workload
- Adaptable and flexible
- Strong IT and numeracy skills

**SALARY and BENEFITS:**

- Between £25k et £30k according to skills and experience
- The company will offer study support for AAT diploma