

UK Subsidiary of banking software company, which is a product market-leader is looking to recruit a **French speaking Finance and Administration Manager**. The role requires an individual able to manage, motivate and deal with staff, peer groups and senior management with confidence and accuracy, in the areas of Finance and Accounting, Human Resources and Administration. You will undertake all accounting tasks and finance functions for 2 entities.

IMMEDIATE START

ROLE:

Finance/Accounting:

- Management Accounts
- Financial Accounts
- VAT/GST returns
- Budgeting
- Management of payments, bank balances and cash-flows
- Liaison with external auditors
- Coordination with peers in other entities

HR:

- Coordinating recruitment processes
- Liaising with external advisors when necessary
- Ensuring that policies and procedures are up-to-date
- Maintaining appropriate HR records
- Making relevant regulatory declarations and reports as necessary

Administrative Management:

- Managing purchasing of supplies
- Assisting/Managing the organisation of corporate events
- Managing all aspects relating to office accommodation and associated services
- Liaising with external advisors when required

PROFILE:

- Fluent French and English
- A formal Accounting qualification, ACCA or CIMA, or finalist or relevant previous experience in a similar role
- Preferably educated to Degree standard
- Strong experience in an international multicultural environment within a Finance/Accounting with some HR-Admin duties

SALARY:

Between £50k and £55k/pa negotiable according to skills and experience