

Partenaire	Goodman Masson
Référence	7029396
Titre	Accounts Payable Assistant (Financial Services)
Description du poste	<p>Accounts Payable Assistant (Financial Services)</p> <p>The successful candidate will report to the Accounts Payable Supervisor and be part of the team responsible for supporting the firm's Financial Advisory business.</p> <p>The Accounts Payable Assistant's responsibilities include (but are not limited to) the following duties:</p> <p>Process invoices from suppliers and inter-company offices whilst ensuring the appropriate approvals are obtained (including some multi-currency invoices)</p> <p>Preparing the weekly vendor payment run via BACS</p> <p>Process monthly Corporate Credit Card (AMEX) submissions and prepare for payment via BACS</p> <p>Process Out of Pocket expenses on a weekly basis in line with company policy and prepare for payment via BACS</p> <p>Raising manual RBS Bankline Payments via BACS & CHAPS when required (including different currencies)</p> <p>Raising and banking cheques where appropriate</p> <p>Preparation of PeopleSoft general ledger journals</p> <p>Ad-hoc duties to include scanning of relevant invoices and filing of payments</p> <p>Ad-hoc queries and ability to respond to ongoing queries (internal & external)</p> <p>Key Skills:</p> <p>Working knowledge of an Accounts Payable/Purchase Ledger role;</p> <p>Working knowledge of PeopleSoft/Oracle general ledger accounting systems would be an advantage;</p> <p>Confidence with a range of computer software including Microsoft Office, with a particular focus on Microsoft Excel;</p> <p>Appreciation of multi-currency accounting would be an advantage;</p> <p>Appreciation of the Accruals and Prepayments process;</p> <p>Strong interpersonal skills and the ability to build and maintain relationships with internal clients;</p> <p>Ability to multi-task, prioritise, meet tight deadlines and work well under pressure;</p> <p>Accuracy and a high attention to detail;</p> <p>Strong written and verbal communication skills;</p> <p>Strong administrative, organisational and planning skills;</p> <p>A high level of self-motivation, autonomy and initiative;</p> <p>Ability to maintain high standards of professional and ethical conduct.</p>
Type de contrat	Emploi
Métier	Finance / Gestion/ Audit
Localisation	London
Pays	Grande-Bretagne
Profil recherché	Accounts Payable Assistant (Financial Services) The successful candidate will report to the Accounts Payable Supervisor and be part of the team responsible for supporting the firm's Financial Advisory business.
URL pour postuler	https://www.efinancialcareers.co.uk/jobs-UK-London-Accounts_Payable_Assistant_Financial_Services.id07029396?utm_campaign=STU_FR_STUDENT_JOBS&utm_source=MEA_FR_FRE&utm_medium=FEED_STU_EDHEC