

Détail de l'offre : Accounts Payable Assistant (Financial Services)

Partenaire	Goodman Masson
Ville	Paris
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
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