

JOB DESCRIPTION

JOB TITLE:	Finance Associate
LOCATION:	London
COMPANY:	Resolution Life Group Services Ltd.
REPORTS TO:	Management Accountant
GROUP WIDE INTERNAL LEVEL:	Associate

POSITION SUMMARY:

This is an all-encompassing role supporting the Central Finance function for a growing global life assurance business. The role would suit an individual that is keen to develop and learn within a busy finance team with responsibilities to include:

- Operation of the day-to-day purchase ledger function
- Monthly processing, reconciling and reporting of staff expenses
- Assisting with the preparation of monthly management accounts.

This role will also support the Management Accountant and on occasion the Financial Controller or other tea members on ad-hoc tasks upon request.

Adaptable – able to work as part of the team as well as independently with minimal supervision. Uses initiative and demonstrates task ownership with a ‘hands-on’ attitude – flexible and willing to help on a variety of matters. Identifies issues and resolves them whilst keeping the team informed.

The candidate will provide a professional and efficient service to the finance function as well as to other internal and external stake holders.

KEY ACCOUNTABILITIES:

Primary:

- Daily management of Accounts Payable mailbox for the Group entities
- Responsible for the accurate inputting and coding of purchase invoices and credit notes
- Maintain accurate supplier accounts including matching, batching, coding to appropriate accounting codes and projects where applicable
- Ensure timely authorisation of invoices by relevant management heads for processing
- Preparation of payment runs in various currencies
- Liaising with suppliers and dealing with queries to resolve issues
- Responsible for all accounts payable duties (including on occasion those for group international entities)
- Posts supplier bank payments and customer receipts in multi currencies

Secondary:

- Assisting with month end duties, including accruals and prepayments and ensuring that accounts are accurately monitored and recorded.
- Checking and processing employee expenses according to company policies
- Prepare and post monthly reclassification of expenses from Rydoo report to SAGE 50 accounts.
- Processing of company credit card returns, ensuring VAT is correctly accounted for
- Prepare and process sales invoices and credit notes
- Supporting the Finance team with other ad hoc duties (including filing)

Other:

- Efficient execution of the accounts payable and accounts receivable function
- Ensure invoices are paid in accordance with agreed supplier terms
- Reconcile supplier accounts on a regular basis and resolve all anomalies and discrepancies
- Preparing bank reconciliations and assisting with cashflow reporting
- Respond to supplier queries in a professional, efficient and timely manner
- Develop strong relationships with both internal and external stakeholders

SKILLS AND EDUCATION:

- Good understanding of basic bookkeeping to trial balance including, accruals and prepayments
- The ideal candidate will be keen to progress within a finance function and may be part qualified / studying AAT, ACCA or CIMA.
- Competent and confident at using Word and Excel (manipulating data, pivot tables etc.)
- Experience using SAGE and Oracle (desirable but not essential)
- Have minimum 2 years' experience within an Accounting team in similar functions.