

Finance Assistant

Your Role

Management of the Creditors ledger, ensuring that all invoices are matched accurately timely. Compiling the Management accounts for the Hong Kong Company. Responsible that all documentation is received and held in accordance with Company policy.

Your Responsibilities (but are not limited to)

- Management of the Creditors ledger on SAGE 200 including:
 - Liaising with the purchasing team and any relevant parties involved in the purchasing of services and goods.
 - Checking invoices, obtaining authorisation for invoices and posting invoices to the purchase ledger using the correct nominal and VAT codes.
 - Reconciling supplier statements monthly to the Sage 200 records and ensuring that any credit balances are reconciled.
 - Running the Suggested Payment Run in all currencies and actively participate in the weekly cash flow discussions
 - Attaching all invoice and freight documentation within Sage 200
- Compiling the Management accounts for Camden HK in line with the monthly time table
- Providing holiday cover for Accounts receivable including:
 - Posting payments to customer accounts
 - Running weekly on hold report
- Monitoring the Accounts email inbox, flagging issues and dealing with incoming emails
- Reviewing the open Purchase Orders and closing as required
- Matching and chasing any Proforma invoices so that all VAT is recovered timely
- Initiating payments within the banking system
- Raising any adhoc invoices or credits
- Analysing overhead spend and liaising when required with external audit.
- Assisting other team members as deemed necessary
- Participate, create and drive lean initiatives within area of responsibility
- Any reasonable activity to support the performance growth and profitability of Camden Boss whilst understanding the business goals and objectives
- Monitoring and upholding the highest levels of Health and Safety at all times

You have/is

Qualifications

- Previous Finance experience especially within a PO matching system
- AAT or studying for a professional qualification

Skills

- Effective time management and prioritisation of tasks

- Knowledge of Health and Safety requirements
- IT Skills including the knowledge of SAGE 200
- High level of attention to detail

Attributes

- Live the Company values and encourages others to do the same at every level in the Business
- Motivated by continuous improvement
- Ability to communicate, interact and work well with others; open to others' ideas and inputs; works with others to find a mutually agreeable outcome
- Able to support decisions timely and includes appropriate people in the decision-making process
- Be proactive, self-starter and looks for opportunities for improvement.

Great to Haves

- Working knowledge of SAGE 200
- Working with currencies, Euro and USD

Department:	Finance
Role Type:	Full-time – FTC 6 months
Reports to (Title) :	Finance and Commercial Director
Salary	£25,000 pa