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Account Executive

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Company: Healthxchange Group

Location: London Area

Category: other-general

Accounts Executive Location: London Reporting to: Finance Controller About Us: Founded in 2000, Healthxchange are the leading supplier of aesthetic medical products and devices to medical professionals within the UK. As a winner of the Aesthetic Awards for several years running, we pride ourselves on the quality of our products and our customer service. About the role: We are looking for a dynamic personality to join and support our fast-paced finance function. Operating within our finance operations team, you will be supporting the Financial Controller with a range of activities and work closely with the Accounts Administrator to deliver against the needs of the finance operations function. Requirements (essential) Experience in comparable finance team roles, must be part qualified accountant (AAT, CAT, CIMA or ACCA) Attention to detail and desire to learn Self-motivated and able to multi-task and manage their own work Excellent time management skills with the ability to work to deadlines Experience of working with general ledger systems, ideally Intact IQ Proficiency in Excel (Vlookup, pivot tables, SUMIFS) Desirable requirements: Systems – Intact IQ Responsibilities: Support with all Abbvie reporting (sales report, debt report and bi-weekly reporting) Daily / weekly reconciliations of bank accounts, credit card income, other income and receipts Lead on Healthxchange Ireland audit fieldwork coordinating with Auditors and ensure information is passed to them in accordance with agreed timeline (Support from Financial Controller / Senior Finance Manager) Support external reporting requirements such as VAT return preparation and delivery of year end accounts to the auditors Support with the month end journals which fall under the Finance Ops area Act as cover for Credit Controller, Accounts Payable and Accounts Administration when team members are away Be an

escalation point for issues pertaining to Finance Ops – supporting the Financial Controller on resolution
Responsible for updating foreign exchange rates in Intact IQSupport with the drive to process improve Credit card and expenses process
Review & Coordinate the National statistic reports and ensure all are submitted within the agreed timeframe
Assist Financial Controller and other senior members of the finance team on other items, as requested from time to time
Benefits Company pension, annual performance bonus, 23 days holiday plus bank holidays (and increasing with service), staff discount, staff social events, access to Health Assured EAP.
Healthxchange is committed to creating a diverse and inclusive work environment. We are proud to be an equal opportunity employer, and we welcome and encourage applications from all qualified individuals regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability status, marital status, or any other legally protected status. All employment decisions are based on merit, qualifications, and business needs.

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