

Expenses Coordinator

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Company: Hays

Location: London Area

Category: business-and-financial-operations

Expenses Coordinator London 6 Month contract £200 per day Your role Have you got exceptional attention to detail? Are you an expert when it comes to analyzing business expense reports? Do you have a clear knowledge of cost control methodologies and principles? We are looking for an expense controller to join our existing T&E team to: Ensure all Travel & Entertainment expenses are submitted in a timely manner and in accordance with group policies across Global Markets and the IB Communicate with assistants and push back claims that are incomplete or not supported with the correct documentation Review trends in claim reports and escalate any potential breaches in policy or employee conduct Support the business in making sound decisions to drive cost efficiency and control Maintain good general house-keeping, ensuring financial reports are accurate and up to date Conduct refresher training sessions across admin support on system & policy updates and assist with new joiner training Your team You will be supporting the T&E team in London and be a point of call for all regional Travel and Entertainment. You will provide a consistent and diligent approach in ensuring adherence to policies and procedures across the division, allowing the business to strengthen and standardize best practices firm-wide. As T&E controller and first line expense approver, you'll play a vital role in ensuring thresholds and budgets are met and reducing costs across the business. Your expertise Experience working in a similar role Professional integrity; understanding the confidential environment of the Investment Bank Ability to communicate effectively with global management and other business area contacts Strong time management, prioritization, work organization and multi-tasking skills Critical thinker with excellent attention to detail Ability to work independently whilst

remaining an integral part of a focused teamConfidence to challenge the status quoThis role is advertised via Hays Talent Solutions

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