

Finance Administrator

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Company: Office Angels

Location: City of London

Category: other-general

Finance Administrator

£24,000 - £26,000 + Quarterly bonus* and Yearly bonus

City of London - Hybrid Working

8.30am - 5.30pm

Financial Services

You will become part of a diverse and fast paced Finance team working for a company who puts their employees development first, with world class training programmes, amazing benefits and a great working environment that offers great rewards. Modern offices in Central London, with a newly refurbished space. If you have experience within finance/accounts/cash collection, and looking to kick start your career in 2024, please take a look at the below!

Why work for this company?

We have placed many candidates in this company and specific team over the past 5 years, all excelling in their careers

Annual leave of 25 days plus eight public holidays

An interest-free annual season ticket loan

Access to hundreds of online benefits through the office platform Perkbox

Discounted gym membership

Hybrid model of working 3 days in the office per week

Free lunch in the office twice a week

Excellent onboarding and training program

Duties:

Supporting in collecting payments due from clients

Ensuring existing clients are supported fully and reporting up any feedback that requires further action

Achieving targets set for cash collection

Reducing aged debt

Responding to correspondence in a timely manner

Maintain relationships with existing clients

Review accounts to determine appropriate action

Ensure accurate bills, reminders and final notices are dispatched in accordance with agreed timetables and that accurate reconciliations are maintained within the financial systems.

Day to day administration in relation to the duties of Accounts Receivable to support the finance team

Requirements:

Educated to 'A'-level standard or equivalent.

Strong experience and knowledge within the Finance function

Excellent customer service and interpersonal skills

Strong IT skills, able to pick up processes and programmes quickly

Goal orientated team player

Ability to work on own initiative and prioritise workloads

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate

Privacy Information Statement explaining how we will use your information is available on our website.

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