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Finance Administrator

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Company: UBL UK (United National Bank Limited)

Location: London

Category: other-general

We are currently seeking a dedicated Finance Administrator to join our team in our London Head Office!

Reporting to the Finance Controller, you will be responsible for the administration of accounts payable process, including preparation of purchase ledger payments, accruals and prepayments. You will be required to provide assistance to the FC and other members of the Finance team as and when required

Hours of Work: Full Time, 30-month fixed-term contract. This role is under the Bank's Apprenticeship scheme, you will work and study simultaneously, the Bank will fund your qualification. You will be given half a day off per week for your studies.

Key Responsibilities:

Preparation of daily internal reports and other management information for business units and senior management.

Assist with preparation of monthly management accounts including review of accruals and prepayments, variance analysis for business units and senior management.

Maintenance of purchase ledger, including invoice tracking, VAT accounting, and payment generation.

Preparation of FX position report, all inter-branch positions and all sundry Asset and

Liability accounts.

Maintenance of Single Customer View process and ensuring accuracy of input data.

Monitoring and maintaining accuracy of all general ledger accounts.

Maintain schedule of branch utilisation of cash management services

To provide assistance to the FC and other members of the Finance team as and when required

Any additional activities deemed necessary to facilitate the successful completion of the department objectives.

Apprentice Finance Administrator Requirements:

Knowledge of Microsoft Access and Excel (Essential)

Knowledge of Misys Equation DB3, Aqua Global e2Gen, SWIFT (desirable)

Good understanding of fundamental accounting concepts and GAAP standards (Essential)

Microsoft Office experience

Experience using Misys Equation DB3, TARRAMIS, Aqua Global e2Gen, NatWest Bankline, or SWIFT

Apprentice Finance Administrator Benefits:

£25,000 per annum

x4 Life Cover

10% Pension

0% Season Ticket Loan

Subsidised Gym Membership

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