

Finance Assistant

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Company: Victoria Beckham

Location: London Area

Category: other-general

Overview: As a Finance Assistant, you will play a crucial role in supporting the Accounts Payable function, ensuring the smooth processing of invoices, payments, and supplier relationships. Your responsibilities will include transactional support, purchase order management, proforma handling, supplier statement reconciliations, expense handling, and assisting with month-end tasks. Additionally, you will contribute to ad hoc analysis, provide support to the wider finance team, and assist in developing and improving systems and processes.

Main Responsibilities: Assist the Accounts Payable function by promptly processing invoices and credit notes, allocating them to the relevant purchase orders, and following up on outstanding invoices and supplier queries. Support business teams with the Purchase Order system to ensure all invoices are supported by approved POs. Manage proforma invoices, ensuring timely payment and receipt of tax invoices from suppliers, and accurately allocate them in the system. Prepare monthly supplier statement reconciliations to ensure accuracy and completeness of financial records. Handle credit cards and expenses efficiently, ensuring compliance with company policies. Assist with month-end tasks, including bank postings and reconciliations, to support timely financial reporting. Contribute to the development of systems and processes to enhance efficiency and effectiveness in PO, invoice, and payment processes.

Essential Skills and Requirements: Highly organised, efficient, and self-sufficient individual with a proactive and can-do attitude. Demonstrated interest in improving and developing systems and procedures to optimise efficiency. Excellent attention to detail and ability to maintain accuracy while handling high volumes of transactions. Strong prioritisation skills, with the ability to meet deadlines and

targets in a fast-paced environment. Collaborative team player who can effectively communicate and work with colleagues across departments. Proficient in Excel and comfortable with IT systems, with the ability to learn new software quickly. This role offers an exciting opportunity for a motivated individual to contribute to the finance function of our organisation and grow within a dynamic team environment. Victoria Beckham Limited is an equal opportunity employer and values diversity in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law.

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