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Treasury Assistant (Office Based)

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Location: London Area

Category: business-and-financial-operations

Our client is seeking an experienced Payments Assistant to join their Treasury function. Role Description Payment processing Producing suggested supplier payments report. Liaising with Senior Management for payment approvals. Setting up international and domestic multicurrency payments across multiple online banking portals, ensuring all payments are approved and completed in time with business requirements. Liaise with banks KYC requests relating to supplier payments. Assisting with maintaining online banking set ups Bank postings and reconciliations. Weekly cash reporting and cashflow forecasting. Providing cover for Accounts payable team including: Maintenance of Purchase ledgers Posting of purchase invoices Production of weekly creditor ageing reports Creditor reconciliations Managing queries to/from Suppliers Maintaining the static supplier data within the accounting system and banking portals. Helping to document and improve internal processes and controls. Role Requirements Experience in making international and domestic payments in a fast paced environment. Knowledge of basic accounting and bookkeeping principles, AAT or similar qualification a plus but not essential. Experience of using accounting software/ERP systems (Dynamics 365 experience is preferred) Excellent communication skills are a must as this role will involve liaising with individuals across departments/offices as well as with suppliers and banking partners Flexible & adaptable with excellent organisation and time management skills.

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