

United Kingdom Jobs Expertini®

Treasury Assistant (Office Based)

[Apply Now](#)

Company: Empirical Search

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.

[Apply Now](#)

Cross References and Citations:

1. Treasury Assistant (Office Based) Professorjobs Jobs London Area Professorjobs ↗
2. Treasury Assistant (Office Based) Israeljobs Jobs London Area Israeljobs ↗
3. Treasury Assistant (Office Based) Searchnzjobs Jobs London Area Searchnzjobs ↗
4. Treasury Assistant (Office Based) Indiajobscentral Jobs London Area Indiajobscentral ↗
5. Treasury Assistant (Office Based) Productmanagementjobs Jobs London Area Productmanagementjobs ↗
6. Treasury Assistant (Office Based) Searchcanadajobs Jobs London Area Searchcanadajobs ↗
7. Treasury Assistant (Office Based) AttorneyjobsJobs London Area Attorneyjobs↗
8. Treasury Assistant (Office Based) Ukjobscentral Jobs London Area Ukjobscentral ↗
9. Treasury Assistant (Office Based) Lisbonjobs Jobs London Area Lisbonjobs ↗
10. Treasury Assistant (Office Based) Personaltrainerjobs Jobs London Area Personaltrainerjobs ↗
11. Treasury Assistant (Office Based) Colombiajobs Jobs London Area Colombiajobs ↗
12. Treasury Assistant (Office Based) Jobsinnigeria Jobs London Area Jobsinnigeria ↗
13. Treasury Assistant (Office Based) Dermatologistjobs Jobs London Area Dermatologistjobs ↗
14. Treasury Assistant (Office Based) Christmasjobs Jobs London Area Christmasjobs ↗
15. Treasury Assistant (Office Based) Courtjobs Jobs London Area Courtjobs ↗
16. Treasury Assistant (Office Based) HyderabadjobsJobs London Area Hyderabadjobs↗
17. Treasury Assistant (Office Based) Searchamericanjobs Jobs London Area Searchamericanjobs ↗
18. Treasury Assistant (Office Based) Findsalesjobs Jobs London Area Findsalesjobs ↗
19. Treasury assistant (office based) Jobs London area ↗
20. AMP Version of Treasury assistant (office based) ↗
21. Treasury assistant (office based) London area Jobs ↗
22. Treasury assistant (office based) JobsLondon area ↗
23. Treasury assistant (office based) Job Search ↗
24. Treasury assistant (office based) Search ↗

25. Treasury assistant (office based) Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/treasury-assistant-office-based--london-area-empirical-search-2599-54435/>

Generated on: 2024-05-01 by Expertini.Com