

Vacancy Reference Number: MSMS–2022-015

Location: London

Position: Accounts Assistant AR

Job Description:

Business Area: Finance	Review Date: 25 March 2022
Functional Title: Accounts Assistant - AR	Corporate Title: Associate
Ultimate Reporting Line:	Jana Dianova - Senior Associate
<p>Responsible For: Assistance with Mount Street group entities' sales ledger management</p>	
<p>Purpose: To provide additional resource to help ensure all basic underlying data has been collated, processed and reconciled within the accounting and bank systems to facilitate accurate ledger management and external reporting.</p>	
<p>Core Responsibilities:</p> <p>Core:</p> <ul style="list-style-type: none"> • Processing sales invoices and management of the sales ledger function (NetSuite) including determining the applicable VAT-treatment • Manage client recharge process • Close liaison with Mount Street's operational managers about debtor-management to minimise outstanding receivables • Maintain and further develop departmental debtor reporting to aide the process of managing receivables. • Act as first point of contact for clients and internal departments across the firm for all sales related matters • Finance Inbox management (Outlook) • Assistance with annual audit (group & statutory external audits and internal audit) • Ongoing updating of related process descriptions <p>Additional:</p> <ul style="list-style-type: none"> • Assistance in identifying ongoing process improvements • Assistance with periodic VAT reporting • Assist with other Ad Hoc duties within the finance department as and when required 	
<p>Skills and Competencies (Key skills, competencies and attributes required for success):</p> <ul style="list-style-type: none"> • Prior Accounts Receivable experience, ideally in an international environment • Ability to stand their ground in discussions with operational managers about the debt-management process • Ability to work under pressure in a fast-paced environment without compromising on quality • Ability to prioritise duties accordingly • Excellent attention to detail 	

- Strong interpersonal and communication skills to build relationships within the Finance Team and across the Group (we are after a proper Team-Player)
- Good time management - accustomed to meeting tight deadlines
- Reasonable understanding of international VAT
- Knowledge of Excel & Outlook

Essential Approved Persons Examinations (e.g. FSA, CFA): N/A

Professional Examinations required (e.g. ACCA): N/A

Other skills required, essential or desired (e.g. languages):

Desired

- Experience using NetSuite software

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague, please advise them of this rule and please delete the sent email from your history also.

Mount Street are committed to a diverse and inclusive workforce which truly represents the environments in which we live and work. Through this diverse team we are able to grow, learn and understand better individual differences, life experiences, knowledge and expertise. Our employees invest in the work they do and Mount Street invests in them. When recruiting for our team, we openly welcome all candidates and their unique contributions irrespective of education, culture, ethnicity, race, sex, gender identity and expression, age, colour, religion, disability, sexual orientation, beliefs or any other personal characteristic.