Vacancy Description
Placement Location: London
Start Date: June / July 2017
Duration: 6 - 12 months
Location: London

The Host Company

The host company provides talented survey and inspection personnel with opportunities to excel in exciting offshore roles worldwide. They are adept at quickly fulfilling client's long and short term requirements with high performing reliable candidates. They understand everything there is to know about life offshore because they've experienced it themselves.

The Placement

The host company is seeking an enthusiastic, all-round office star to aid in the day-to-day running of the finance department of their high growth company. This position offers the candidate great experience working within an exciting, niche recruitment company that is rapidly growing within its sector. The ideal candidate will have a positive, engaging manner and be consistently hardworking and proactive.

The candidate will be working with the finance team, assisting with various administrative tasks such as logging invoices/expenses, scanning and filing. They will also be required to assist with data analysis and reporting - e.g. providing weekly/monthly performance reports to the sales team. All financial duties are conducted on Excel and Xero (online accounting software). Though no prior experience using Xero is required, strong IT and Excel skills are essential.

Credit control: Tracking overdue invoices and contacting clients by phone/email
Expense claims: Writing up expense claims on Excel and Xero and scanning associated receipts.
Data reports and analysis: Summarising sales data and providing brief performance reports to the sales team.
Logging invoices with financiers: Uploading sales invoices to their invoice financing company's online platform and liaising with the client manager at the company.
Compliance tracking: Ensuring all sales placements have followed the correct insurance/finance compliance procedures (sending purchase orders, client/freelance contracts etc.).

The Ideal Student

- Fluent in spoken and written English, with a confident phone manner
- High attention to detail (they are likely to implement a system which will need evaluating)
- Enthusiastic and friendly manner, ability to work within a team
- Hardworking, independent, and proactive
- Familiarity with Excel / Word / PowerPoint
- Experience with finance projects / academic modules
- Strong written/verbal English skills
- Strong Excel user

If you are interested, please write an email to:

Ms Maria Martin-Albarran
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