

## Finance Assistant

**Reporting to:** Financial Accountant & Analyst

**Location:** London office (Shoreditch/Central)

### Job Purpose

The Frieze finance team consists of five staff who manage all financial matters across the Frieze group of companies in London, New York & Berlin. Frieze produces magazines and art fairs that focus on both contemporary and old masters art.

As Finance Assistant, you will be given exposure across a wide range of finance matters through working in a small finance team with an international remit. Exposure will initially be given through assisting the team in accounts payable, responsible for processing supplier invoices, expense claims, credit cards and payment runs across the Frieze group. We would expect that the successful candidate would be able to add additional elements into the role with time, eventually progressing to a broader role of assisting the team with Accounts Receivable (raising customer invoices, reconciling particular business activities, customer queries and credit control), various month end duties and specific finance projects.

The role will report into Financial Accountant & Analyst, however due to the nature of the assistant role, responsibility and accountability for work undertaken will also sit with other members of the team, including Management Accountant and Head of Finance

As a key member of a small, well-knit finance team that is a central component to the everyday operations of the business, we are looking for someone who is organized, motivated and a clear communicator, capable of effective stakeholder management and relationship building with a number of individuals internally and externally. Ensuring timely, accurate and efficient processing of information is a key focus, to ensure the timeliness and accuracy of management reporting.

You will have a keen eye for detail and be organised and efficient at planning your time to meet deadlines and ensure all business customers' needs are met promptly.

After an initial 6 month period, a successful candidate will be provided support to begin studying for a high level AAT qualification (or in exceptional circumstances basic CIMA or ACCA study support)

### Initial Duties & Responsibilities

#### 1. Supplier invoicing

- Ensure that invoices from suppliers have been approved and coded appropriately
- Accurately and efficiently enter supplier invoices onto the finance system
- Liaise with suppliers to ensure that key accounts are up-to-date and reconciled
- Bank posting and payment allocation, maintenance of exchange rates and general SAP data control.

## **2. Credit cards**

- Distribute credit card statements to relevant staff each month
- Review and process credit card statements out of Concur travel & expense system
- Accurately and efficiently process statements into Finance system (SAP)
- Follow up with employees when statements are not returned on time
- Track and monitor outstanding statements, own and manage queries and outstanding issues

## **3. Expenses**

- Ensure that expense claims are in line with internal policy
- Accurately and efficiently enter expenses into finance system and ensure they are paid in a timely manner

## **4. General Finance Support**

- Support other members of the finance team on an ad hoc basis
- Work on-site at Frieze London/Masters art fairs to support the wider Frieze workforce on Finance matters

## **Key Stakeholders**

- External – Customers, suppliers, credit card providers & banks
- Internal – Frieze staff (for invoice coding, queries, expenses & credit cards)

## **Required Experience**

- Relevant numerical degree (e.g Finance/Accounting/Mathematics) required with a strong academic record
- Proficiency in Microsoft Office package (predominantly Excel) required
- Any experience in a Finance/Accounts Payable function will be taken into consideration
- Knowledge of or an interest in the art world is desirable but not essential

## **Required Competencies**

- Organisation and planning
- Attention to detail and high standards
- Efficiency
- Honesty/integrity
- Calm under pressure
- Enthusiasm and good work ethic
- Listening and communication skills
- Teamwork