

Treasury Settlements Assistant

London

We are looking to recruit a Treasury Settlements Assistant for our London office. The principal responsibility will be to work with the Treasury Operations team to manage the settlement of cargo invoices.

The role is suited to someone with good communication skills, the ability to effectively manage and prioritise their own workload, good attention to detail and a good numerical accuracy.

The successful candidate will be comfortable working on their own initiative and also within a team.

Principal Duties/Responsibilities

- » Maintain a current record of cargo payments due to suppliers
- » Validate suppliers invoices against the database system, liaise internally and externally to ensure the suppliers invoices are settled when contractually due
- » Arrange payments of cargo invoices against relevant open Letters of Credit
- » Liaising with cash management function to forecast near term cash requirements
- » Assist in issuance of letters of credit
- » To assist the Treasury Team in other tasks

Knowledge and skills

- » Strong numerical and analytical skills with a good eye for attention to detail
- » Good interpersonal and communication skills
- » Able to work under pressure and meet deadlines
- » Enthusiastic approach to work and personal drive to develop own skills
- » Good computer skills (Excel)
- » Prior experience in a finance position preferable but not essential (purchase ledger or settlements experience)

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience. Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298 No Agencies.