



FINANCE ASSISTANT

JOB DESCRIPTION

Full time (Monday-Friday)

Commencing 16th September 2019

We are looking for an experienced Finance Assistant/Credit Controller to act as primary support for our Finance Manager. The ideal candidate will be extremely organised, have good Excel skills, and have a minimum of 1-2 years experience working as a credit controller.

The successful candidate must have a high standard of communication skills both verbal and written, and will be liaising with people across all levels of the business, ranging from company Directors to the Reception team. We are looking for someone who can work with minimal supervision, and who is a robust character, working well under pressure.

ROLES AND RESPONSIBILITIES

Roles and responsibilities include but are not limited to...

CREDIT CONTROL RESPONSIBILITIES

- Chasing clients for invoice payments
- Sending out invoices
- Updating debtor spreadsheet
- Liaising with project managers about overdue invoices, late payments, amendments to invoices, new contacts for invoices and invoicing details
- Generating monthly likely receipts reports and update every week
- Banking cheques
- Filing remittance advice

EXPENSE RESPONSIBILITIES

- Monthly coordinating directors + senior management expenses
- Monthly employee expenses
- Reviewing credit card statements
- Updating monthly expense spreadsheet (Barclaycard and Amex)
- Categorising expenses and adding accounting codes
- Assessing what VAT is possible to claim Scanning receipts and adding to shared Google drive Filing receipts

BENEFITS

- Happy hour from 5pm on a Friday
- Private health cover after 1 year of employment

- 20 days annual leave, increasing to 23 after 5 years service
- Pension scheme
- Fruit, snacks, tea and coffee provided
- Big summer and Christmas parties, as well as monthly group nights out
- Dinner provided when working late to meet deadlines
- Travel card loans after successful probation

CITYSCAPE DIGITAL

Cityscape Digital is a large leading visualisation studio located in the heart of Shoreditch, London's coolest neighbourhood. We produce some of the highest quality visuals, interactive, VR and film in the industry. We work with the world's top architects and property developers. Most of our work is in London. We established the Creative Lighting training and inspiration brand in 2014 in Athens, and opened a VR studio in NYC in late 2016.

HOW TO APPLY

If you are interested please send a CV to recruitment@cityscapedigital.co.uk with the email subject "Finance Assistant"