

Finance Assistant

£28,000-£32,000 per annum

ESCP is seeking a dynamic and motivated **Finance Assistant** to join our team. If you're excited about working for the oldest Business University in the world, based on European multiculturalism, a company that values innovation, collaboration, and personal growth!

Are you committed to delivering exceptional results that help drive our finance team, then we want to hear from you. As a **finance assistant**, you will work as part of the finance team, overseeing the payable function for our London campus.

Main Duties and Responsibilities

Accounting:

Accounts Payables (AP) duties:

- Reconcile Supplier's invoices to Purchase orders before export into the Accounting system;
- Monthly reconciliation of Credit card and travel agency statements;
- Creating Suppliers (after compliance checks) in Purchase orders systems and SAP;
- Dealing with AP queries and emails.
- Preparing and Processing all outgoing payments into the online banking platform.
- Processing all outgoing payments in SAP(incl. Direct Debits);
- Purchase ledger reconciliation.

Finance:

- Assist the team with end-of-year entries (prepayments, and accruals);
- Contribute to ad-hoc Budget and Cost control tasks.

Experience

- 6 months experience in finance or accounting
- AAT Level 3 or 4 would be a plus
- Experience handling payables and receivables
- Finance administration support
- Excellent attention to detail and accuracy
- Strong communication & numerical skills
- Strong organisational and time management skills,

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit a CV to our Human Resources Department at ukrecruitment@escp.eu

Please note the HR Department starts screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status.

We base all our employment decisions on merit, job requirements and business needs.

ESCP Business School was founded in 1819. The School has chosen to teach responsible leadership, open to the world and based on European multiculturalism. Six campuses in Berlin, London, Madrid, Paris, Turin and Warsaw are the stepping stones that allow students to experience this European approach to management. In 2023, ESCP has been ranked 3rd in the FT European Business Schools rankings.

Several generations of entrepreneurs and managers were trained in the firm belief that the business world may feed society in a positive way. Each year, ESCP welcomes 9000+ students and 5000 managers from 130 different nationalities. We offer a full range of full-time degree programmes from our generalist BSc in Management, Master in Management (FT-ranked 5th worldwide), and MBA in International Management (FT-ranked 27th worldwide) to a portfolio of over 20 specialist Master-level programmes, including our MSc in Finance (FT-ranked 1st worldwide), and to PhD. We also deliver executive education programmes including the Executive MBA (FT-ranked 5th worldwide), specialist Master-level



executive degree programmes, and Executive PhD. All of the programmes include a multi-campus experience.

ESCP contributes to the learning and development of executives and managers at some of the world's leading companies through the development and provision of customised courses.

For more information about the School please visit our website on www.escp.eu