



JOB DESCRIPTION

Job Title:	Accounts Executive
Responsible to:	Senior Finance Manager Director of Finance and Operations
Grade:	UK Campus Professional Services Grade 3 – Executive

Job Summary and Purpose:

Daily running of Accounts receivable and other financial records. Assisting on any finance and non-finance related project.

Main Duties and Responsibilities:

Accounts Receivable (AR) duties

1. Students invoicing:
 - i. Create all students in SAP;
 - ii. Process all students' invoices and scholarship credit notes.
2. Inter Campus (IC):
 - i. Raise invoices based on data planning information, IC contract and business model;
 - ii. Quarterly and yearly IC reconciliation with other campuses.
3. Trading:
 - i. Raise all invoices for the Bespoke clients;
 - ii. Raise all invoices for the Company projects and Partnerships and follow up payments as per contract.
4. Credit control:
 - i. Ensure that all payments (Students and other) are received in due time, chasing up if necessary.

Banking

- Processing incoming payments for current accounts;
- Bank reconciliation of all bank accounts;
- Petty cash reconciliation and process of journals.

Expenses

- Controlling of payrolled expenses claims

Other

- Assist the Finance Manager with any particular task on an ad-hoc basis, be finance or non-finance related;
- Assist the Director of Finance and Operations with any particular task on an ad-hoc basis, be finance or non-finance related.

Desirable Skills and Experience:

- 5 or above years of experience in the Accounts Receivable function.
- Preciseness and high attention to detail required.
- Excellent organisational and communication skills.
- Able to work well under pressure, to manage time effectively and able to show flexibility and adaptability when required.
- Ability to show initiative and work independently as well as within a team
- Ability to prioritise duties.
- French language will be an advantage as liaising with Head Quarters in Paris regularly.

Education:

- Educated to degree level or equivalent
- Must be ACA part-qualified or equivalent

Application details:

Please send your application by e-mail to Katia Barr (Head of People (HR) & Engagement) at kbarr@escpeurope.eu.