

Finance Assistant

Location: York, UK or Paphos, Cyprus

Salary: Based on qualifications and experience

This is a fantastic opportunity for a motivated and diligent Finance Assistant to take a supporting role in our busy and global Finance department.

The Finance Assistant will provide valuable support to our Finance team with the administration involved in invoicing, banking and salary payments, aiding our internal colleagues and providing a smooth and efficient service to our clients.

This role would suit a proactive, organised and quick-to-learn team-player who is keen to work as part of a dynamic and international Finance team.

Your duties in this role will include:

- Supporting the Finance team with day-to-day administrative tasks;
- Communicating with consultants, agencies, clients and colleagues via email and phone;
- Invoicing clients and reconciling credits with invoices;
- Following up on outstanding invoices;
- Payment of local salaries and all related local taxes, insurances, pensions, partner invoices etc;
- Working in all major foreign currencies;
- Bank balancing;
- Operating online banking websites.

Mauve Group's head offices are based in London, York, Dubai and Cyprus; this role will be based in either our York or Paphos offices depending on the location of the successful candidate.

To be successful in this role you must:

- Experienced in banking/accountancy;
- Self-motivated and highly organised;
- Supportive of senior team members and able to take direction;
- Able to work as part of a team or on your own initiative;
- Experienced and skilled in IT, particularly in the use of Microsoft Outlook, Word, Excel, Office 365 and Adobe; additional experience with programmes such as SalesForce, SharePoint and Sage People is extremely desirable. However, full training on our in-house systems will be provided;
- Exceptionally organised - able to prioritise a complex workload;

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With strategically placed regional offices, Mauve has the knowledge and expertise to deliver solutions globally.

- Accurate, with an eye for detail;
- An excellent written and verbal communicator;
- Confident in communicating with clients.

The following attributes are additionally desirable, but not essential:

- Accounting/Banking background;
- Working knowledge of VAT and SAGE.

Are you an organised, accurate and diligent worker?

Are you eager to work in a flexibly-located role amongst a global team?

Do you have a background in banking or accountancy administration?

If the answer is yes to these questions, please apply immediately.

How to apply:

For more information on this exciting role please apply or contact hr@mauvegroup.com.

Salary will be based on qualifications and experience – please indicate your expectation in your cover letter.

Applications should include a cover letter, CV and your salary expectation, and should be sent to the above email address. Please indicate in the subject line whether you are making an application or enquiry about the role.

Closing date for applications is 23rd November 2018.

If you do not hear from us with 14 days your application has not been successful.

Interviews:

If you are successful in the initial application stage, interviews will take place on the following dates:

Paphos: week commencing 26th November

York: week commencing 3rd December

Data Privacy:

We will only use your personal information with your permission, in line with applicable law. For full details of how we use and transfer personal information, please read our privacy policy which is available to access on our website.

Please indicate in your cover letter if you wish to be notified about future opportunities if you are not selected for this role. If you do not indicate this, we will be required to delete your personal information in line with European law.

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