

Job Title: Finance Assistant

Location: London Oxford Airport

Date: 8th October 2020

Main purpose of job:

We are looking for an experienced, proactive **Finance Assistant** to join our busy finance team based at **London Oxford Airport**. You would need Accounts Receivable/Sales Ledger/general accounts knowledge and your tasks would include:

- Manage and complete weekly sales invoicing of credit accounts, monthly residency agreements and any ad hoc invoicing as required from time to time
- Resolve any customer invoicing/account queries in an effective and timely manner
- Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers
- Manage and update system pricing details as and when necessary, ensuring all changes and correctly reflected in accordance to the Published Fees and charges
- Produce, monitor and communicate internal KPIs, movement statistics, fuel pricing and any other financial analysis
- Maintain and monitor the Resident Database, ensuring customer data and discounts are current and accurately reflected in the airport operating/accounting systems
- Check and code accounts payable invoices, ensuring the correct sales invoice recharges have been made where applicable
- Account, banking and petty cash reconciliation.
- Collation of monthly payroll information
- Administrative support
- Ad hoc duties as required including customer service.

In addition, you would be a team player, have a good knowledge of Excel, excellent communication skills, a desire to learn and the ability to pick things up quickly with a proactive and investigative nature, and the ability to use your own initiative and be comfortable working independently.

Remuneration:

Salary up to £30,000, full time position, 40 hours per week.

To Apply:

Please send your CV and covering letter to Katherine McWilliam, Financial Controller at kmcwilliam@londonoxfordairport.com