

## Finance Assistant

Caxton FX is after a responsible, intelligent and disciplined Finance Assistant to control the purchase ledger system on a daily basis including the coding and posting of invoices, BACS and CHAPS payments and statement reconciliations.

### Key aspects of the role

#### Responsibilities

- Accounts Payable: Overseeing the authorization, coding and booking of invoices, paying to terms (by BACS), supplier statement reconciliations, resolve queries, reconciliation of sub-ledger to general ledger, day to day contact with suppliers and employees.
- Expenses & Petty Cash: Review (vs. policy) and processing of staff expenses by BACS. Manage small petty cash facility.
- 

#### Skills & Experience

- Previous experience of working within a finance department as a purchase ledger clerk is desirable
- Experience in the financial services sector helpful but not essential
- Prior use and knowledge of SUN accounting software
- Highly organised; Good Excel skills; Strong interpersonal skills; Proactive
- 

#### Qualifications

- AAT qualified or ACCA/CIMA studier.

#### About the company

Caxton FX is a multi-award winning foreign exchange company that has become an entrepreneurial success story. From launch our ethos has been to offer great customer service and great value for money. Our growth is testament to the fact that we have delivered on that vision from day one.

Caxton FX was founded in 2002. Since then, it has grown from one man and a phone to a business that turns over circa £1 billion. Our analysts are widely quoted in the UK press on currency issues and with over 200,000 clients Caxton FX has been defined as one of the 50 businesses leading Britain.

At the heart of our success is our people. Caxton FX is a people business and our successful growth has largely been a result of the outstanding relationships we have established with our growing base of customers.

The Caxton culture is open, honest, hardworking, professional and fun. With approximately 90 staff the company is going through an important growth phase which is focused on new product launches and geographical development. We want to hire the very best people to support our ambitious growth plans. Through educational and training initiatives we support each individual throughout the development of their career with the intention of stretching each one to a high standard of excellence.

#### Benefits

A competitive salary dependent on experience

20 - 25 days annual leave+

Contributory pension scheme (from 1st April 2015)

Choice of private medical insurance or health cash plan

Cycle to work scheme

Childcare vouchers

Educational bursary to support professional development

#### Work environment

A dynamic open plan environment in the heart of central London

Free breakfast; fruit delivered weekly and cakes on your birthday.

Regular social events - including Vodka rounders in Hyde Park, regular table tennis competitions and Christmas Party

Games room with table tennis table

+ *Dependent upon previous experience and length of service*