**Finance Assistant**

Our client is a luxury travel company based in the Victoria area of London and they are looking for a detailed-oriented Finance Assistant with strong analytical and communications skills. The successful candidate will have at least 1 year of accounts experience, excellent Excel skills, and be responsible for a range of financial duties, you should be adept at problem solving and good at working within deadlines. This role offers excellent opportunities for further development.

**Responsibilities:**

* Creation of reports to support the day-to-day operations
* Raising commission invoices and credits as required
* Issuing account statements and resolving any queries that arise
* Conducting weekly/bi-monthly payment runs
* Verifying that clients were billed correctly against summary reports
* Managing credit control, including chasing outstanding payments

**Requirements:**

* At least 1 years of experience in finance or accounting role
* Strong analytical and problem-solving skills
* Advanced Excel skills, including the ability to create complex formulas, pivot tables, and charts
* Knowledge of financial software and systems, such as Sage 200
* Excellent communication and interpersonal skills
* Ability to work independently and prioritize multiple tasks
* Attention to detail and accuracy

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".