

JOB SPECIFICATION - FINANCE EXECUTIVE - 6-8 WEEKS, 3 DAYS PER WEEK TEMPORARY CONTRACT

THE COMPANY

Powerscourt is an award-winning independent strategic communications consultancy. From our offices in London and Dublin, we provide trusted advice to the world's top companies on critical business issues.

We have earned a reputation for delivering an outstanding service to both public and private businesses. Some of the biggest companies in the world - from Airbus to Goldman Sachs - rely on our advice to safeguard their reputations.

Powerscourt has a very collaborative and sociable culture with a diverse team including a mix of seasoned journalists, bankers, lawyers and communications experts who provide our clients with the experience, insight and creativity that sets us apart.

We advise companies across a broad range of services, including financial and corporate communications, crisis and issues management, political affairs, sustainability, campaigning and investor relations. The team have specialist industry expertise in consumer industries, industrial services and capital goods, financial services, healthcare, housebuilding and real-estate and TMT.

Powerscourt have grown rapidly in recent years, with expansion into new services and industry areas, having won a large number of high profile retained and project clients.

THE ROLE

The Finance team is a busy team of four, responsible for all aspects of day to day commercial finance for the Company, including payroll, FP&A and client agreements, as well as producing annual accounts and management reports.

The Finance Executive will report to the Head of Finance. They would be responsible for the accounts payable function within the Finance team as well as supporting on payroll and client invoicing.

KEY RESPONSIBILITIES

- Processing and logging bank transactions, bank reconciliations
- Supplier invoices and monthly payment processing
- Maintaining payables system incl POs
- Expenses system maintenance and expense processing
- Customer invoicing and credit control
- Day to day Finance queries

THE PERSON

Key attributes and experience required for this role:

- Proven experience of working in an accounts payable role
- Sage Accounts experience essential
- Excellent excel and IT literacy essential
- Concur expense experience advantageous
- Concur invoice experience advantageous
- Payroll experience advantageous
- Sage payroll experience advantageous
- Strong attention to detail
- Team player

TO APPLY

Please send your cv together with a cover letter explaining your interest in the role.