

## JOB SPECIFICATION - FINANCE EXECUTIVE - FINANCE (FIXED TERM CONTRACT - MATERNITY COVER)

### TO APPLY

Please send your cv together with a cover letter explaining your interest in the role to [hr@powerscourt-group.com](mailto:hr@powerscourt-group.com) by COP Friday 25<sup>th</sup> November 2022.

### 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 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 and campaigning. The team has 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 client invoicing.

**This is a fixed term contract covering Maternity leave for 11 months starting 12<sup>th</sup> December 2022.**

### KEY RESPONSIBILITIES

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

Note the above responsibilities are not exhaustive and the incumbent may be required to undertake further tasks as may reasonably be expected.

## THE PERSON

Key attributes and experience required for these roles:

- Proven experience of working in an accounting role
- Credit Control and Accounts Receivable experience essential
- Experience and strong understanding of Accounts Payable processes and tasks essential
- Sage Accounts experience essential
- Excellent excel and IT literacy essential
- Concur expense experience advantageous
- Concur invoice experience advantageous
- Strong attention to detail
- Team player

## THE PACKAGE

- Competitive basic salary, dependant on experience
- Hybrid working and flexibility on working days in the office