



## We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole Group is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

### **Junior Accountant (100%)** based in London, United Kingdom

In this position, apart from constantly collaborate with our Headquarters in Zurich, you will be in contact with our other offices around the globe on a daily basis. As a Junior Accountant you will be responsible for the entire accounts receivable department and hold a deputy position for the accounts payable function. Furthermore you will assist in various financial controlling tasks to improve data quality and accuracy. You will have the opportunity to contribute with your own ideas for process improvement and actively participate in global projects.

#### Tasks and responsibilities

- Generate invoices and verify against contract
- Settle payment transactions and manage prepayments
- Verify discrepancies and resolve clients' billing issues
- Manage dunning process
- Update and maintain projects in our project management tool
- Manage accrual bookings and prepare purchase controlling-checks
- Collaborate and coordinate global projects with other South Pole Group offices
- Deputy for the accounts payable function
- Assist and support in improving data quality
- Assist and support in providing management reports
- Support to the general ledger
- Actively support the finance team with quarterly and annual financial statements and other financial ad-hoc reports

#### Your profile

- Successfully completed commercial basic education and AAT qualified or studying towards ACCA/ACA
- 1-2 years proven working experience in sub or general ledger
- High degree of accuracy, attention to detail and confidentiality
- Data entry skills along with a knack for numbers
- Customer service orientation
- Excellent analytical, problem solving and decision making skills
- Effective verbal, listening and written communication skills
- Effective organisational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines



- Ability to work independently or as a team member
- Ability to work with a diverse group of people
- Excellent command of English
- Proficiency in MS Office, especially in Excel
- UK nationality or holder of a valid work permit is a must

#### We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit; work with dedicated and enthusiastic people
- Opportunity to deepen knowledge in the area of accounting within an international team
- Support in a possible further education in financial and accounting

#### Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#).