



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

Accounts Assistant / Analyst (100%) based in London, United Kingdom

In this role as Accounts Assistant / Analyst you will be responsible for all tasks and projects within the Group's Accounts Receivable department, which is based in the Headquarters in Zurich. Furthermore you will assist in various global financial controlling tasks to improve data quality and accuracy. You will be required to contribute with your own ideas for process improvement and actively participate in global projects. In this demanding position, apart from constantly collaborating with our Headquarters, you will be in contact with our other offices around the globe on a daily basis.

Tasks and responsibilities

- Collaborate on and coordinate global projects in the area of Accounts Receivable
- Analyse and maintain financial data in our Project Management Tool (PMT)
- Create various reports to ensure and improve data quality in PMT
- Analyse sales items in PMT and verify against sales contracts and stock inventory
- Manage accrual bookings in General Ledger and prepare purchase controlling-checks
- Check and process sales invoices and settle prepayments and payment transactions
- Liaise with Project Managers on various client matters
- Deputy for the Group's Accounts Payable function
- Assist and support in providing management and other financial ad-hoc reports
- Actively support the finance team with quarterly and annual financial statements

Your profile

- University degree is a must and studying towards CIMA/ACCA qualification is a plus
- 1-2 years relevant work experience
- High degree of accuracy, attention to detail and confidentiality
- Excellent analytical, problem solving and decision making skills
- Effective communication and organisational skills
- Ability to work independently or as a team member
- Ability to work with a diverse group of people
- Excellent command of English, other languages are of advantage
- 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
- Chance to contribute with own ideas in a changing environment and potentially expand responsibilities

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](#).