



**Job Title:** Senior Executive, Accounts Receivable

**Working For:** Hanbury Strategy

**Location:** London

**To start:** ASAP

**Salary:** Competitive and dependent on experience

### **Senior Executive, Accounts Receivable - Hanbury Strategy [REF: #0020]**

#### **About Hanbury Strategy**

Hanbury is a strategic advisory firm that provides political analysis and insight to help businesses navigate a time of global change; manages all aspects of communications to help firms tell their story; and builds winning campaigns to help shape public opinion.

With offices in London, Brussels and Berlin, Hanbury has ambitious plans for 2021 and beyond.

#### **The role**

We are looking for a dynamic, driven and forward thinking Senior Executive, Accounts Receivable to come on-board and support the future growth of our fast changing business. You will be someone with a can do attitude and a hands on approach. This is a great role for someone who will be able to make a significant contribution to a continually growing Finance Team.

#### **Responsibilities will include the following:**

Reporting to the Associate Director, Commercial Finance you will be responsible for all accounts receivable. You will prepare and issue invoices, deal with queries and undertake credit control. You will also prepare sales management information for the Leadership team.

#### **As a high level overview:**

- Track potential and actual contract negotiations for forecasting and invoicing purposes
- Prepare and issue sales invoices
- Manage communications with clients via finance email inboxes
- Resolve client invoice queries
- Client onboarding
- Vendor questionnaires
- Send Statements of Accounts to clients
- Credit control

- Sales reporting and commentary
- Ongoing process improvement and automation
- Ad Hoc analysis as required
- Support the Associate Director as required

## About you

You will be able to demonstrate that you have:

- 3-4 years' experience within a finance/accounting department
- a strong education and are part way through qualifying with one of main accounting bodies (e.g. ACA, ACCA or CIMA)
- strong excel skills with knowledge of formulas (if, concatenate, index & match, pivot tables, v look ups) as well as working with linked spreadsheets
- ability to build and grow internal and external relationships
- excellent organisational skills, an eye for detail and a high degree of efficiency
- a desire to be part of a finance team working to support a rapidly growing business

## Benefits

- 28 days' paid leave plus bank holidays, pension plan, discretionary bonus and competitive pay.
- Normal working hours are 9am - 6pm.
- Complimentary Employee Assistance Programme and Doctor Care Anywhere.
- Access to a full social and cultural calendar and employee wellness programmes - we are currently working remotely so this programme is virtual.
- A rich and diverse people development programme including fortnightly internal training sessions and a full annual programme of external trainers and inspirational speakers.

## How to apply

Please send your CV with the subject: **SE Finance - Hanbury Strategy [REF: #0020]** to [careers@hanburystrategy.com](mailto:careers@hanburystrategy.com) by Thursday 8th July 2021

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications. Should you be considered for interview, we will contact you by email within two weeks of the closing date.

*Hanbury Strategy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, colour, nationality, ethnic or national origin, sex or sexual orientation. As part of our commitment to equal opportunities, we are open to discussions about alternative working patterns or hours.*

*Please let us know if you need any reasonable adjustments to be made during recruitment or in employment for reasons associated with your physical or mental health. We are committed to ensuring everyone is able to fully participate in whatever way is most appropriate for them.*