

Maven

FINANCE ASSISTANT

ABOUT THE COMPANY:

Maven was formed in 2011 and employs some of the most talented traders in the market, executing a diverse range of strategies. It is the most active participant in a number of exchange-traded products, contributing significant liquidity to European markets. The company trades primarily for its own account, but recently launched a hedge fund to offer some of its established strategies to external investors. It opened a Hong Kong office in May 2016 which is creating new opportunities to expand the business into new markets. The company's culture is collaborative, informal and highly rewarding of strong performance.

Maven is seeking an Finance Assistant. This is a full-time permanent role based in London. Remuneration comprises of an annual base salary plus a discretionary bonus.

ROLE SPECIFICATIONS:

- Receive and distribute invoices to appropriate personnel within Maven - ensure that all invoices are reconciled, posted and paid within terms;
- Identify appropriate accounting treatment and cost allocations for all invoices;
- Maintain and ensure accuracy of all supplier static data in accounting system;
- Oversee supplier reconciliations and maintain good relations with all suppliers;
- Maintain all accounts payable documentation and manuals – keep clear process notes on reconciliations for each supplier and any other relevant information;
- Keep custody of company credit cards and oversee all credit-card procurement;
- Perform daily credit card reconciliations and identify correct taxation and accounting treatment of all transactions;
- Oversee import of payments to online banking portal;
- Cover for office manager / executive assistant during absences;
- Ad hoc project work as required.

CANDIDATE SPECIFICATIONS:

- Ability to prioritise projects;
- Ability to communicate confidently with senior management;
- At least 2 years within a Finance team required;
- Proficient in Microsoft Excel and highly numerate;
- Knowledge of double entry bookkeeping essential;
- Experience with Sun systems advantageous but not essential;

APPLICATION:

Please apply by sending through your CV to recruitment@mavensecurities.com