

A better way  
together

**IKANO**

## Finance Assistant, London

As our Finance Assistant, you will be part of Ikano, where we create possibilities for a better living by providing financial, insurance, real-estate, data analytics and retail solutions to the many people. We do it with different perspectives, natural curiosity and long-term focus. A unique chance for greater responsibility and future opportunities. Let's achieve great things together.

### Together we create solutions that simplify life for the many people

We're a global CRM and loyalty agency based in Central London, combining strategy with end-to-end service delivery. We use data to gain unique insights into customer behaviour, which results in compelling loyalty propositions and effective engagement programmes.

We are looking for a Finance Assistant who will join the team to support and report into the Financial Controller. The role will be responsible for day to day transactional processing, accounts receivable and payable, ensuring all accounting records are up to date and accurate in addition to providing ad hoc support to the Finance and HR functions.

The role would be suitable for an individual who is starting to study for an accountancy exam, such as CIMA or ACCA.

These include, but are not limited to, the following:

- Process client and supplier Invoices, credit notes, receipts and payments
- Debtor chasing and liaising with suppliers
- Liaising with Intercompany accounts receivable and payable
- Maintain supplier and client accounts ensuring details of supplier/client names and addresses, bank account details for remittances, email addresses for remittance advices/invoicing are kept up to date
- WIP Management and monthly PO review
- Assist with month end duties
- Process and reconcile bank, staff timesheets, monthly credit card statements and staff expenses ensuring robust implementation of timesheet and expense approval processes
- Prepare payment run for review by Financial Controller
- Ad hoc reporting
- Supporting the Financial Controller during the audit process.

### We offer you

Working in a small, efficient and competent team, the role offers a high degree of autonomy. This position is more than what meets the eye. All as part of a caring and open culture where we live our values, work hard, have fun and operate with a long-term perspective.

### Are you the one for Ikano?

To efficiently take on this position, we believe you need:

- A 2.1 degree or above
- Advanced Excel skills and willingness to learn the company's project management and accountancy software.
- A clear and logical approach to problem solving
- Excellent attention to details, with an ability to spot numerical errors
- Confident communications skills.

Your personal attributes are also important. As Finance Assistant, you need to be an open-minded and result-driven team player with strong organizational and time management skills. Ability to manage workload under pressure and meeting deadlines are also important for this position, as well as the capacity to work autonomously.



## Join us now – together we will find a better way

Send your application to [recruitment@insight.ikano](mailto:recruitment@insight.ikano).

### About us

At Ikano, our vision is to create possibilities for better living. We are an international group of companies active within finance, insurance, production, real estate, data analytics and retail. Ikano Group was established in 1988 and is owned by the Kamprad family. Our mission is to simplify the many people's lives so they can focus on living. We constantly focus on delivering on our promise to be the fair and caring company who strives to simplify people's lives so they can focus on living. We do this by offering simple and meaningful solutions on fair terms. Find out more about us on [group.ikano](http://group.ikano)