

PHILLIPS

POSITION DESCRIPTION

JOB TITLE: FINANCIAL ACCOUNTANT (PATERNITY COVER)	DEPARTMENT: FINANCE
REPORTS TO: FP&A DIRECTOR	LOCATION: LONDON
POSITION TYPE: CONTRACT	EFFECTIVE DATE: JULY 2022

PRIMARY FUNCTION

This position is responsible for the financial accounting for Phillips across the EMEA region and the day-to-day management of the Company's treasury tasks. Furthermore, the role is responsible for preparing, examining, and analysing financial reports.

DUTIES AND RESPONSIBILITIES

- Overall responsibility for cash flow reporting liaising with the New York Finance team and Client Accounting team as necessary and reflect accurately on all auction settlements as well as all contractual information.
- Prepare weekly short term cash flow projections based on current and future projected obligations
- Communicate and manage cashflow for PAL UK with the department.
- Approving Payment Run's.
- Manage and administer the internal corporate card program ensuring that anomalies are raised accordingly.
- Produce post sale flash reporting throughout the auction seasons.
- Provide assistance at all company auctions in respect of financial responsibilities.
- Support the PFW & PAL UK accounts payable function.
- Provide support to the Accounts Payable Supervisor in busier times and in their absence.
- Assist the Global finance team with ad-hoc duties.
- Administer the European corporate card platform.

PROFESSIONAL SKILLS AND EXPERIENCE

- Minimum 3 years' experience in a similar role
- In-depth knowledge of financial regulations and legislation
- Advanced Skills Excel
- Experience gained within an auction house is desirable

EDUCATION AND TRAINING

- ACCA / CIMA finalist to newly qualified accountant (or equivalent)
- Netsuite, JD Edwards and insight knowledge is desirable
- Fluent English (spoken and written) language essential

This position description is not intended to be an exhaustive list of duties, but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

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PERSONAL ATTRIBUTES

- Excellent communication skills and superior interpersonal skills (both written and oral) and comfortable in dealing with a wide range of levels
- Proven analytic skills (both quantitative and qualitative)
- Advanced problem solving skills
- Detail oriented with special attention to accuracy
- Excellent time management skills with the ability to work under pressure and prioritise to meet strict deadlines
- Ability to be flexible, communicative, and work collaboratively in a team environment or on own initiative
- Proactive and organized
- Ability to work individually on own initiative and as part of a team
- In-depth understanding of data privacy standards

WORKING CONDITIONS

- Work is primarily undertaken at our Berkeley square building.

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