



Carne Global Financial Services is looking for an Accounts Payable/Banking Clerk.

Carne is a leading international specialist in the provision of independent governance services and European management company solutions to the global asset management industry. We advise both hedge fund and traditional fund managers on their governance, oversight and management needs, as well as providing independent Directors to the boards of some of the most respected investment funds globally. Carne has fund directors resident in the key fund jurisdictions, including Cayman Islands, Ireland, Luxembourg, Switzerland, the UK, Jersey and USA.

We are currently recruiting for a full time Accounts Payable/Banking Clerk operating within the Group Finance function. An ideal opportunity for someone looking to pursue a career in accountancy.

Job Description

- Assist a small team to ensure that the day to day AP and Banking functions of the Finance Department are completed
- Assist in the management of working capital and cash flow, to maintain the ongoing liquidity of the Company
- Assist in ensuring the maintenance of Inter Group transactions across all jurisdictions and in multiple currencies.
- Assist in the completion of year-end audit files for external auditors in relation to the annual audit in the first instance and ultimately in relation to the annual audit of The Carne Group.
- Assist in the preparation of quarterly accounts and annual statutory financial reports within strict reporting deadlines.

Person Specification:

- Some experience in AP and bank reconciliations an advantage
- A team player who is willing to help and support your colleagues
- Good communication skills
- Self-motivated and detail focused.
- Creative and practical in your approach to work
- Flexible
- Good PC skills

Salary will be above market rates plus an incentive bonus, pension, sickness benefit and death cover.

E-mail your CV in strictest confidence to Kate Jones, Kate.Jones@carnegroup.com.