

Accounts Payable Officer

About Citco:

Since the 1940s Citco has provided specialist financial services to alternative investment funds, investors, multinationals and private clients worldwide. With over 6,000 employees in 45 countries we pioneer innovative solutions that meet our clients' evolving needs, and deliver exceptional service.

Our continuous investment in learning means our people are among the best in the industry. And our corporate social responsibility programs provide meaningful and fulfilling work in the community.

A career at Citco isn't just a job – it's an opportunity to excel in an environment that genuinely supports your personal and professional development.

About the Role:

Due to the continues team growth which within last year was led by both, expansion of the client portfolio and increasing importance of the role in the Citco group of companies, Accounts Payable team is looking for the valuable addition to the current team.

As part of an experienced and dynamic team to provide top quality services to our international clients, you will report to Accounts Payable Manager and work closely with the team under supervision of senior colleagues. This role will suit engaged, customer orientated individuals who wish to develop and realize their potential within Citco.

Job Duties in Brief:

- Communication with clients and Citco worldwide offices regarding payment and banking related matters;
- Control and management of dedicated client portfolio interest, tax, corporate and property level payments;
- Review of invoices for accounting criterions correctness;
- Payments processing on various online banking and client platforms;
- Acting as a first point of contact for payment and banking related issues and escalations;
- Consistent review of internal processes, work efficiency and client service improvement;
- Participation on calls, new project and client transfer meetings.

About You:

- University degree or last year student in Economics, Finance, Business, Mathematics or similar;
- Fluent English language (written and spoken) skills;
- Accuracy and attention to details;
- Very good computer skills (Microsoft Office packages);
- Perfect communication skills and ability to multitask;
- Any international experience is very desirable.



CITCO

What We Offer:

- A challenging and rewarding role in an award-winning global business.
- Opportunities for personal and professional career development.
- Great working environment, competitive salary and benefits, and opportunities for educational support.
- Be part of an industry leading global team, renowned for excellence.

Confidentiality Assured.