

## Junior 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:**

- Review invoices for completeness and correctness in accordance to Company's and Client's procedures and policies;
- Arrange authorization to proceed with a payment in a timely manner;
- Prepare payments in the online banking system or execute manual instructions in a timely manner. Follow control procedure to double-check accuracy of payment details;
- Reconcile transactions with payment lists on a regular basis in order to ensure that payments are executed by the bank;
- Participate in fulfilling technical part of bank accesses disposal process and record the results properly;
- Follow Transaction monitoring, Compliance, KYC and Payment security procedure in accordance to Company's and Client's policies;
- Scan, code and file/upload invoices and supporting documents according to the Company's procedures and policies;
- Produce accurate reports by mapping basic payment data and importing entries from the source file into the report, adhering to Client's and Citco procedures.

## **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.

## **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.**