

Accountant

Atradius Collections

Atradius Collections provides efficient, quick and flexible solutions to collect domestic and international trade debts. With a global network of collections specialists, lawyers and insolvency practitioners worldwide, Atradius Collections serves over 15,000 customers, supporting them to reduce client's trade risks through our efficient Business to Business focused trade invoice collections services such as Standby Services, Invoice Verification and Factoring transactions. Atradius Collections is a business unit of Atradius Group, which forms part of Grupo Catalana Occidente, one of the leading insurers in Spain and worldwide in credit insurance.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

In this position your key responsibilities will be:

- Application of basic accounting rules.
- Keeping accurate accounting records in compliance with accepted accounting policies and principles.
- Bookkeeping – allocation of daily bank statements and dealing with related queries.
- Management of accounts receivable process and deal with related queries.
- Management of accounts payable process.
- Perform monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance.
- Support month-end and year-end close process.
- Review inter-company transactions and liaise with colleagues in other locations.
- Review and reconcile various balance sheet accounts.
- Ensure correct invoicing.
- Prepare corrections when and as needed.
- Prepare various reports.
- Support external audits by providing proper documentation and assistance as needed.
- Document policies, procedures, and workflow for assigned areas of responsibility.
- Identify and implement process improvements.
- Participate in projects and system testing.
- Perform other tasks as assigned.

What qualification should you have? The ideal candidate will have the following profile:

- Bachelor's degree in accounting or equivalent professional accounting qualification.
- Minimum 3 years related finance experience in a service environment.
- Ability to work accurately and with good attention to details.
- Able to meet fixed deadlines and works well under pressure.
- Good understanding of basic accounting procedures and principles.
- Excellent organizational skills and the ability to prioritize tasks effectively in a high-volume environment.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives.
- Strong analytical and problem-solving skills with a proactive approach to decision-making.
- Experience of process improvement, ability to identify areas for improvement and able to effectively share ideas.

- Basic knowledge of Credit Management services and activities.
- Preferably knowledge of Oracle Financials.
- High competency to work with Microsoft Excel.
- Good verbal and written communication skills.
- Interpersonal and customer service skills.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and customers.

What do we offer?

- Full training and commitment to your personal development
- Hybrid working (3 days in Office, 2 from home)
- Annual Bonus plan of 15%
- Subsidized staff restaurant
- Onsite free Gym
- 27.5 days annual leave starting (plus bank holidays) with the option to buy or sell up to 5 days of leave annually.
- Market leading pension package (12% employer contribution as a minimum, maximum 15% to match your 3% contribution)
- Life assurance cover at 10 x annual salary.
- Employee Assistance Programme
- Income protection insurance to cover any absence due to illness
- In addition to the above, we operate a salary sacrifice scheme whereby you can take advantage of discounted rates in terms of private dental cover, private health insurance, retail vouchers, cycle to work scheme etc.

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Olivia PALMER, Human Resources, is available by e-mail at olivia.palmer@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>