

Job Description	
Title:	<ul style="list-style-type: none"> • Junior Accountant
Department:	<ul style="list-style-type: none"> • Finance & Treasury
Reporting to:	<ul style="list-style-type: none"> • Chief Financial Officer
Key Responsibilities:	<ul style="list-style-type: none"> • Assist in the preparation of management accounts, including bank recs, accruals. • Manage the accounts receivable and accounts payable process, applying internal control policies and procedures • Manage the Finance & Treasury risk register, ensuring that all known risks are documented and migrated through to use of proper controls • Update the Assets Under Management Tracker, including loan drawdowns/redemptions and broker commissions • Review and challenge monthly servicer reports and financial packs for mortgage books • Prepare the monthly investor reports for RMBS and Warehouse • Prepare the Finance & Treasury information for inclusion in the Board packs
Experience	<ul style="list-style-type: none"> • Part Qualified Accountant with 3rd level degree in Accountancy or Finance • Experience in the financial services sector, ideally in a retail mortgage business • Experience in AP/AR management • Proficient in MS Office, particularly Excel • Dynamic, motivated and adaptable with the ability to take the initiative • Team player with good interpersonal and communication skills