

Job Title: Assistant Accountant

Business Area: Finance

Reports to: Associate Director

Operating Company: NCM Fund Services Limited

Job Summary:

NCM is a fast growing fund administration company that offers a suite of services for fund managers investing into unlisted assets in the UK, Europe and the United States. NCM is owner-managed with 30 employees and, over the last six years, it has grown from 30 clients to well over 200 clients.

NCM Fund Services are looking for an outgoing, highly motivated and energetic accounts assistant who can join our client teams and run the purchase ledger on a number of NCM's high profile clients and deliver an excellent level of service to these clients.

The successful candidate would be working within the finance team, reporting directly to one of NCM's Associate Directors. The candidate could work between 4 – 5 days depending on the experience.

1. Key Job Deliverables/Responsibilities:

Responsible for the purchase ledger, processing all invoices and expenses on a selection of NCM's key clients. This will entail interacting with members of the finance team on each client and ensuring a consistent level of service across each client.

2. Job / Role Competencies:

Processing of purchase invoices and expenses onto Xero, SAGE 50 and Investran for NCM's key clients.

Liaising with Associate Directors to ensure information is correct and payments can be authorised.

Liaising with clients where information is not complete, clear or contradictory.

Ensuring that all purchase ledger reports and bank payments are both accurate and timely.

Preparing payment runs.

Ability to adhere to client and company deadlines.

Assisting with client credit control.

NCM Fund Services Limited

4th Floor, 7 Castle Street, Edinburgh, EH2 3AH Tel +44 (0) 131 603 7020

www.ncmfundservices.com

Assistance with expense processing.

Previous Experience/Qualifications:

Strong attention to detail and high level of accuracy.

Enthusiasm to learn and confidence to deal with all levels of seniority.

A purchase ledger clerk or equivalent with experience in financial services or a trading company.

Experience in Excel, Word and Sage Line 50.

Experience in accounting.

Basic knowledge of VAT.

Accounting qualification is not necessary.

FCA regulatory experience is not necessary.

NCM encourages personal development and provides support for gaining accounting qualifications in this role.

Please send CV and covering letter to Douglas Graham, Finance Director:

Douglas.Graham@ncmfundservices.com

Tel 0131 603 7024 / 0131 603 7020

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