

JOB DESCRIPTION

JOB TITLE: Accounts Payable Executive
DEPARTMENT: Finance
LOCATION: Holden House, London
REPORTING TO: Accounts Payable Manager
DIRECT REPORTS: -

ABOUT US

Talon was founded in 2012 with an ambition to create an independent global Out of Home agency providing uncompromised advice and delivery for our clients. The Out of Home sector is going through transformational change fuelled by investment, digital and data. Our mission is to help our clients get the best out of this environment.

THE ROLE

Talon has an exciting opportunity for an Accounts Payable Executive to join our award-winning Finance team. The successful candidate must be a team player, ideally with strong AP/Media background.

RESPONSIBILITIES AND RELATIONSHIPS

- Process all invoices received via Kefron.
- Build relationships with assigned Media Owners.
- Escalate any queries to planning teams/AP Manager.
- Weekly meetings with AP Manager regarding outstanding Queries.
- Mid-Month and End of Month reconciliations of assigned Media Owners.

KEY SUCCESS FACTORS

Behaviours/Skills/Knowledge/Personal Attributes:

- Proven work experience in Accounts Payable.
- Great team player who can manage multiple tasks and deadlines whilst managing the expectations of key stakeholders.
- Previous experience of working in the media industry desirable but not essential.

Qualifications and Experience:

- *Netsuite experience preferable.*
- *Strong Excel Skills*
- *Media experience, or experience in a high-volume transactional business with regular AP reconciliation key*

Talon is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment where all individuals can thrive. We seek to employ and develop a workforce representative of the markets that we serve and brands that we represent.

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