

JOB DESCRIPTION

ROLE: AR & AP Executive

LOCATION: London (Hybrid)

SALARY: £30,000 - £35,000



ABOUT US_

At Talon, we provide our clients with world class service, technology, and collaboration to create exceptional OOH campaigns that deliver measurable results.

In our first 10 years, our desire to offer intelligent, creative, technology-led OOH solutions and a full-service OOH offering saw us grow into a team of over 230 people located in key cities across the globe.

We're passionate about OOH and are on a mission to drive the growth of this sector within the media industry – changing perceptions of it as a legacy medium to one that is highly effective, creative, sustainable, and measurable for our clients.

OUR VALUES AND HOW WE WORK TOGETHER_

WE ARE BOLD_	WE ARE HUMAN_	WE ARE SMART_
<p>As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships</p> <ul style="list-style-type: none">• We embrace change• We challenge respectfully• We lead the way	<p>We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return</p> <ul style="list-style-type: none">• We value collaboration and togetherness• We are empathetic• We embrace individuality	<p>Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients</p> <ul style="list-style-type: none">• We grow and learn• We are trusted• We are mission possible

THE ROLE_

Talon has an exciting opportunity for an Accounts Receivable & Accounts Payable Executive to support our Nashville Finance team from the London office for a three-month contract. The successful candidate must be a team player, ideally with a strong AP & AR background.

RESPONSIBILITIES AND RELATIONSHIPS_

- Reconcile key client accounts
- Contact clients to settle payment issues and establish payment plans as required.
- Reconcile bank accounts, posting and balancing financial data.
- Perform weekly reviews of accounts receivable aging, ensuring all collectable debt is being actively chased.
- Manage receipt of supplier invoices booked onto the Group's invoice automation solution, ensuring they are correct and processed in a timely manner
- Manage implementation of Plato US within the current accounts receivable processes
- Responsible for any accounts receivable audit requests
- Spotting accounting discrepancies
- Work to embody the Talon values and behaviours to maintain the best possible culture throughout Talon.

WORKING HABITS AND CORE SKILLS_

- Excellent communication skills, both written and verbal
- Excellent attention to detail
- Strong organizational and analytical skills



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.

TALON_
Think outside

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- Attention to detail required
- Ability to handle multiple tasks
- Highly proficient in MS Excel
- Flexible with the ability to work under pressure to meet deadlines
- Self-motivated with a positive and can-do attitude
- Ability to develop strong relationships across Talon and maintain credibility with a range of stakeholders

YOUR EXPERIENCE AND QUALIFICATIONS_

- 2-3 years accounts receivable experience with some accounts payable experience
- Experience in Media sector preferred but not essential
- NetSuite experience preferred but not essential

BENEFITS INCLUDE

Pension	Enhanced maternity/paternity/shared parental pay
Life Assurance	25 days annual leave, increasing every year by 1 day up to a maximum of 30 days
Permanent Health Insurance	Birthday Leave
Private Medical and Dental cover	Voluntary/Charity leave
Access to private GP appointments	Feel Good Allowance
Smarter Working (hybrid working, flexible working hours, work from anywhere for 2 weeks of the year and an early Friday finish!)	Summer Fridays
Eye Care Vouchers	Monthly Massages
Season Ticket Loan	Cycle to Work Scheme
Home set up allowance	Training allowance



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