

JOB DESCRIPTION

ROLE: AP Executive

LOCATION: London (Hybrid)

SALARY: £25,500 – £30,000



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_
As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships • We embrace change • We challenge respectfully • We lead the way	We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return • We value collaboration and togetherness • We are empathetic • We embrace individuality	Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients • We grow and learn • We are trusted • We are mission possible

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_

- Clear backlog of invoices in Kefron (API Scanning System)
- Flag any queries to AP Manager
- Liaise with Media Owners to resolve outstanding issues.
- Work to embody the Talon values and behaviours to maintain the best possible culture throughout Talon.
- Participate in projects and initiatives which drive Talon's commitment to positive social and environmental causes. E.g., charity partnerships, volunteering, carbon offsetting etc

WORKING HABITS AND CORE SKILLS_

- 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.

YOUR EXPERIENCE AND QUALIFICATIONS_

- 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.

TALON_
Think outside



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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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