

JOB DESCRIPTION

ROLE: CLIENT AUDIT EXECUTIVE

LOCATION: LONDON (HYBRID)

SALARY: £40,000 - £45,000



ABOUT US_

At Talon, our purpose is to be the independent agency of choice providing a pioneering global platform for brands to connect with audiences in the outside world. We want to reimagine the industry to deliver greater value for our clients whilst inspiring people and caring for our planet. 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.

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 400 people located in key cities across the globe. In that time, we have been awarded for our approach to our people, our clients and our industry and want to continue and expand upon these successes.

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_

Supporting the Head of Media Compliance, as Client Audit Executive you will help ensure accurate end-to-end reconciliation of agency and media owners' campaigns and billings to ensure smooth external client audits.

The Client Audit Executive role is a key competent of the finance function as you are part of the team that ensures we retain excellent relationships with our suppliers and clients, thereby helping the Group to continue its tremendous growth.

In order to succeed in this role, you will need to be a team player with proven internal or external audit experience combined with process improvement.

RESPONSIBILITIES AND RELATIONSHIPS_

- Work to ensure accurate end-to-end reconciliation of agency and media owners' campaigns and billings to ensure smooth external client audits.
- Support the Head of Media Compliance with all internal and external audits.
- Liaise with internal teams on requests for data and best practice recommendations.
- Support with projects including documentation of all key processes that impact on client and media owner billings.
- Highlight any errors or inconsistencies to Head of Media Compliance and make them aware of any systematic errors.
- Leverage real time learnings to make recommendations to the Head of Media Compliance for process and system improvements.

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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Think outside



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- Drive change to make our end-to-end process audit worthy.
- Give excellent customer service when dealing with internal or external stakeholders.
- 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_

- Experience working on internal / external audits.
- Excellent analytical skills, with the ability to question variances and anomalies.
- Excellent query resolution skills
- High attention to detail
- High level of communication skills with both internal and external stakeholders.
- An understanding of how to drive improvements in financial control and financial process, adept at challenging the status quo where necessary and recommending new approaches / efficiencies.

YOUR EXPERIENCE AND QUALIFICATIONS_

- Operational audit experience with significant exposure to reconciling high volumes of data.
- Proven experience of driving process improvement.
- Advertising experience preferred, or experience in a high-volume transactional business.
- Experience of financial systems; NetSuite experience preferable but not essential.
- Recently qualified account (ACA/CIMA or equivalent).

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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