



We are looking to grow our brilliant in-house finance team here at Brands2Life by hiring an Accounts Receivable Clerk on a 15 months fixed-term maternity cover basis. While this is initially a fixed-term position, there may be potential for extension beyond the 15 months. The role is based locally in Skopje and will require someone who can work independently while being a fully integrated member of our UK finance team.

Brands2Life is a 180+ people, integrated communications agency based in London. We have a fantastic team and a very competitive client base spanning some of the best-known brands in technology, professional services and consumer markets.

Working alongside an experienced team of finance professionals, you will be responsible for:

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Investigating and resolving any irregularities or enquiries
- Setting up new clients on the accounting system, and assisting with estimates and job queries
- Credit control management and following up with customers to ensure timely receipt of payment
- Reviewing correct VAT treatment on invoices
- Reconciling and producing twice weekly cash report
- Assisting in general financial management and analysis as required
- Assisting with annual audits as required

The ideal candidate will have good written and oral English, confidence in speaking to staff internally at all levels, as well as occasionally with clients, and experience using Paprika (or a similar system) in a fast-moving agency/service industry environment.

This is a great opportunity for someone who is looking for an exciting new position and being at the forefront of our support function expansion.