



**OLIVIA · BURTON**  
LONDON

### **Accounts Assistant**

#### **About the Role**

Part of the UK finance team supporting various processes with scope to learn and develop within the role. Initially focused on Intercompany and bank reconciliations but scope will widen responsibilities further. The role will be working across both Movado Group, UK & Olivia Burton. It is a fantastic opportunity for an accountant that is keen to progress towards management accountant. Ideally suited to a recent graduate or an accountant currently studying towards certification.

#### **Main Responsibilities**

- Responsible for intercompany transactions, payments and reconciliations working with counterparts in Switzerland and the US.
- Perform bank reconciliations for the UK business.
- Manage freight forwarders reconciliations, processing data and matching invoices.
- Support the Accounts Payable process when required, booking invoices, and preparing payments.
- Balance Sheet reconciliations, eg. Prepayments and Accruals.
- Assisting with year-end audits.
- Supporting quarterly VAT returns.
- Ensuring accounting policies applied based on SOX compliance.
- Maintaining Trademark asset register.
- Perform other related duties as assigned.

#### **Skills/Attributes Required**

- Initial ACCA Applied Knowledge papers or currently studying towards certification.
- Experience using SAP or equivalent accounting software.
- High level of attention to detail.
- You are committed to meeting deadlines and delivering your assignments in a timely manner.
- Confident in communicating and able to work across regions and levels.
- Strong team spirit, enthusiastic and collaborative mindset.
- Hunger to learn and grow professionally and a genuine interest in the world of fashion.
- Computer literacy - Good knowledge of Microsoft Office (Excel, Word and Outlook).

#### **In return, this company will offer the successful candidate:**

- Competitive Salary
- Based in superb office in Central London
- Hybrid Working Model (3 Days Office / 2 Day Home)
- Private Medical insurance
- Life Insurance
- Income protection cover
- Pension scheme