**JOB DESCRIPTION**

**JOB TITLE : Treasury Assistant**

**DEPARTMENT :** Finance

**LOCATION :** Portsoken Street, London

**POSITION :** Full-time

**Reports to :** Treasury Supervisor

**JOB PURPOSE:**

To produce Monthly Bank and Suspense account reconciliations. Cash management and process of manual payments.

**Background information**

BPP is an education Group with revenues of over £400 million with over 2400 staff. It was acquired by a Group of investment funds managed by TDR Capital LLP 6 July 2021.

**PRINCIPAL JOB ELEMENTS AND RESPONSIBILITIES:**

**Key Responsibilities and Accountabilities**

You will be responsible for:

* Perform bank reconciliations and maintenance of related suspense accounts
* Process and post manual payments (cheques and electronic payments)
* Produce daily cash balances
* Update and maintain bank mandates
* Process Season ticket loan and Company credit card applications
* Inter company transfers and postings
* Perform weekly cash flow analysis
* Assist in the completion of ad-hoc work as and when necessary

**Skills, knowledge, qualifications required for job**

* Bank reconciliation / general ledger experience
* Knowledge of Excel spreadsheets
* AX Dynamics systems knowledge advantageous
* Strong communication skills
* Ability to work as a team player and on his/her own initiative