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Financial Business Support – Central Support Team

London

Position

We're looking for a skilled Financial Business Support professional to join our Central Business Finance team. Reporting to the Finance & Operations Director, this role focuses on credit control, invoicing, forecasting, financial analysis, and maintaining dashboards.

You'll assist with budget preparation, cashflow monitoring, and month-end reporting while managing client and supplier setups, credit checks, and AML processes.

Success means improving cashflow through efficient credit control, timely invoicing, and streamlined AML monitoring. This is a hands-on role in a fast-paced environment, perfect for someone with strong financial and organisational skills ready to make an impact.

Responsibilities

- Manage credit control for accounts payable and receivable.
- Handle monthly invoicing, forecasting, and PO management.
- Respond to queries via accounts inboxes.
- Conduct financial analysis and maintain dashboards.
- Assist with budgets, cashflow monitoring, and month-end reporting.
- Set up and manage client/supplier accounts, including credit and AML checks.
- Support the F&O Director and cover other business support functions as needed.

Qualifications

- AAT Level 2 or equivalent, or current experience in Credit Control and financial analysis.
- Proficiency with financial dashboards and reporting tools.
- Strong organisational and communication skills.

About Newsteer

Newsteer was set up in 2019 with a focus on Colleagues, Clients and Community. We are now a business of over 40 real estate advisers working collaboratively across four experienced and specialist teams. We provide responsive, bespoke, and collaborative Real Estate solutions focused around repurposing, enabling and delivery. As a growing team of like-minded property professionals, we believe that supporting our colleagues is critical to the success of our business.

An Equal Opportunity Employer, we are committed to creating an inclusive environment for all colleagues. With a sustainable and progressive business model that encourages organic growth, we offer highly competitive salary and reward packages.

Location

London

Employment Type

Full-time

Team

Central Support Team

Working Hours

Full time

Date posted

January 11, 2025

Contact

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