

# ACCOUNTS ASSISTANT



## COMPANY OVERVIEW

Nineteen is a dynamic and rapidly expanding trade show organiser based in the centre of Wimbledon. We unite tens of thousands of people at our amazing shows, inspiring our people and communities to grow across meaningful sectors including security, cyber, fire, safety, emergency response, retail, manufacturing, construction, heating and plumbing and design. Backed by Phoenix Equity Partners, we are a successful team on an exciting journey of growth to become a leading organiser globally.

We value our people and search for new Nineteeners who reflect our values of being kind to others, working in an agile way to reflect the fast pace at which our business operates, being driven to succeed, and knowing that the more inclusive we are, the better we are. We are a business about people; we just happen to do great events.

As we continue to grow, we're looking for an accounts assistant to join our AP team.

Nineteen embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

## ABOUT YOU

- A positive, resilient and personable character with the ability to build rapport quickly
- Ability to work within tight deadlines
- Have a great sense of humor and are not afraid to walk over and ask!
- Adaptable to change in a fast growth businesses
- Great attention to detail
- Can work independently as well as within a team
- Eager and positive can-do attitude

## KEY RESPONSIBILITIES

- Processing supplier POs, invoices and credit notes
- Daily monitoring of the email inbox
- Assist with processing employee expenses and credit cards in Concur
- Dealing with supplier and employee expense queries
- Assist the rest of the Finance team with ad hoc reporting requests as and when required
- Reconcile supplier accounts and investigate balances
- Reconcile Bank and Contrasts accounts
- Assist Accounts Payable Manager with ad hoc duties
- Prepare supplier payment runs

## DESIRED QUALIFICATIONS & EXPERIENCE

- Degree in accounting or finance field desirable
- Basic knowledge of VAT for supplier invoicing desirable
- Solid excel skills, knowledge of pivot tables, vlookups, charts and graphs
- Experience with Sage Intacct and SAP Concur an advantage
- Previous experience within events / media an advantage
- Agile with ability to adapt to change in a fast growth businesses
- Strong communication and presentation skills

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## TEAM REPORTING & STRUCTURE

Reporting to the Accounts Payable Manager within the finance team.

## EQUAL OPPORTUNITIES

Inclusivity is at the heart of everything we do at Nineteen and that requires a diverse team of great colleagues who feel they have a clear place with us, supporting us all to grow. The more inclusive our employees feel, the better we feel and the quicker we all develop. We are keen to meet people with varied backgrounds and experiences.

We recruit based on merit, potential, and fit to our cultural values. Product knowledge we can teach.