

# Finance Assistant – Accounts Receivable, Accounts Payable

## About Capital Dynamics

Capital Dynamics is an independent global asset management firm focusing on private assets, including clean energy, private equity (primaries, secondaries and co-investments) and private credit.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 14 billion in assets under management and advisement, and employs approximately 150 professionals globally across 12 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

## Finance

The Capital Dynamics Finance team manage all elements of operational finance, reporting and regulatory reporting obligations. Further, the team provides oversight, controls, and protection to safeguard the firm's interests and budgets while upholding the financial integrity of the business.

The team also collaborates with the business and stakeholders to drive value creation and efficiencies within the wider organization, either directly or by enabling improved performance to support the firm's continued growth. The team consists of 16 professionals who implement the oversight and control to mitigate risks while delivering on the strategic objectives of the firm.

## The role

### Finance Assistant – Accountant Payable (AP) & Accounts Receivable (AR)

Capital Dynamics is seeking a Finance Assistant to join our Payments and Collections team in our London office.

The purpose of the role is to support the Head of Payments and Collections in the processing and management of accounts payable and accounts receivable activities. We are looking for a highly capable individual, experienced working in a fast-paced environment.

In addition, the Finance Assistant will provide support across expense management processes using Concur Expense, our web-based system, which will incorporate expense reimbursement, reporting and reconciliations for processing within NetSuite, our finance ERP system.

## Key responsibilities

- Support the business with accounts payable and accounts receivable queries from vendors on a daily basis, building strong relationships with key suppliers and solve external and internal queries by phone and email.
- Ensure invoices are directed to the appropriate budget holders / approvers and invoices not approved are followed up in a timely manner to ensure payment term compliance.
- Working with other team members across the Capital Dynamics group to resolve issues preventing the processing and payment of invoices.
- Perform supplier statement reconciliation on a regular basis.
- Work to monthly deadlines and set procedures, supporting finance colleagues with monthly and year-end reporting as necessary.
- Proactively communicate issues and concerns around accounts payable to management team to ensure accurate and timely payment processing.
- Exercise judgment in responding to unique and urgent situations; including time sensitive, nonstandard, and/or complex matters.
- Assisting with the introduction and delivery of new business processes and systems across the Capital Dynamics group.
- Reviewing and checking supplier master data, opening supplier accounts.
- Manage debt reports and reconcile debtor's ledgers; ensure client queries are logged in a timely fashion.
- Recommend and implement improvements to the systems, processes, and procedures.
- Comply with policies, guidelines and controls and monitor and report any breaches.
- Provide support on month-end accruals, analysis, and investigation; and meet audit requirements & deadlines.
- Complete other month end and year-end administrative / accounting duties.
- Support the auditing of all expense reports, and enforcement of the Capital Dynamics expense policy.
- Perform research to resolve discrepancies and safeguard our company in line with established policy.

## Skills and Experience:

- Bachelor's Degree in Accounting and Finance or other relevant degrees, desirable but not required.
- A minimum of 4 years' experience working in accounts payable (AP) or accounts receivable (AR) or similar finance assistant roles.
- Good understanding of finance / accounting concepts and the coding of expenses to the general ledger, reconciliation etc.
- Flexible and responsive work style; ability to perform well under pressure and meet time-sensitive deadlines.
- High attention to detail with proven organizational skills and the ability to prioritize and manage multiple tasks.
- Professional demeanor and ability to use discretion when working with confidential material.
- Experience of working in a multi-currency finance department would be beneficial.
- The ability to work accurately under pressure and meet tight deadlines, whilst maintaining commitment to quality.
- Excellent analytical, communication and interpersonal skills.
- Good knowledge of Microsoft Office including Word, Excel and Outlook.
- Experience with NetSuite will be highly advantageous, but not essential.

## Diversity and Inclusion

Capital Dynamics is an Equal Opportunity Employer, and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 12 offices, spanning North America, Europe, the Middle East and Asia. We believe diversity and inclusion ("D&I") is key to being better at what we do and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.