

Finance Assistant, Finance Department - Guernsey

The International Stock Exchange Group (TISEG) is seeking to recruit a Finance Assistant to join the Finance Department to work collaboratively with the Chief Financial Officer, Senior Finance Manager and the Senior Accounts Administrator. In anticipation of further growth and future planned expansion, this is an exciting opportunity to work in capital markets for a locally-based company with truly international ambitions.

Duties and responsibilities include processing invoices, arranging approval and payments, chasing outstanding invoices, maintaining billing data, preparing daily staff time reports and management information, as well as carrying out additional ad-hoc duties and assisting on project related tasks.

The key competencies for this role include being a reliable and pro-active individual who has an ability to work under pressure and meet deadlines, as well as being professional, methodical and organised.

This exciting role can provide career and development opportunities in a growing organisation. If you are interested in this role and would like to see a full copy of the job description please email Laura Cornelius at laura.cornelius@tisegroup.com.