

## CLIENT ACCOUNTING MANAGER, EUROPE AND ASIA

London

The Client Accounting Manager role will support daily management and reporting/audit of the Debtors & Sellers Ledger for Phillips' European and Asian auctions (excluding Phillips Fine Watches). This role will provide off-site and on-site Management support to all auctions, Private Sales and Exhibitions, including potential short periods spent working from our Hong Kong and Geneva offices as required. The role will oversee the bid and invoice management, debt collection, issue resolution and AR Ledger Management for Buyers. Additionally, Settlement and Payment process for Consignors. This will include management of a limited selection of direct transactions, plus support, training and guidance to the other Europe and Asia team members managing Buyer and Consignor ledgers, including dotted lines to our team in Geneva (Jewels) and Hong Kong.

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### Duties and Responsibilities

- Work closely with colleagues, Specialist Art Departments and business support functions to offer a seamless and proactive solution to the Client Accounting function in all areas under EMERI
- Ensure due process and compliance are followed for; bids pre-sale, issue of buyer invoices, post-sale invoice adjustments and after sales invoices, debt management.
- Ensure due process and compliance are followed for Consignor Settlement review and payment.
- Liaise with banks and Credit Card authorisation Vendors.
- Act as escalation point and take ownership of critical issue resolution, working in conjunction with Specialist Art Departments, CA team and Legal.
- Debt reporting; prepare regular periodic aged debt reports and review with Credit Manager for distribution to CFO.
- Assist with management reporting on cash flow, debtors, Bad Debt Provision and other ad-hoc reports as needed.
- Liaise with Client Accounting Director NY and Client Accounting Director PFW, to ensure global approach on process and CA management.
- Working with global CA team to review updates and further development to IT systems to improve efficiencies and system function.

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### Professional Skills and Experience

- Minimum 5 years' professional experience working in HNW Client Service/Client Finance function
- Experience within an auction house Client Accounts department or similar environment, desirable
- Fluency in written and spoken English is essential
- Demonstrable knowledge of AML & KYC
- Working knowledge of and experience with Excel, Word
- IT literacy and ability to work with 'in house' commercial Finance systems (Gavel/CDS/NetSuite)

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### Personal Attributes

- Excellent client-relations, inter-personal and presentation skills including superior tact and diplomacy skills.
  - Ability to communicate effectively in leading a functional team
  - Detail-oriented with analytical and problem-solving skills
  - High degree of time and resource management skills with the ability to work in a high-volume, deadline-driven environment. Ability to deal effectively and efficiently with multiple tasks.
  - Meticulous attention to detail.
  - Adept at learning customised computer systems
  - Proactive with excellent organisational skills.
  - Sound financial and compliance acumen
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## Working Conditions

- Work is undertaken in an office environment, predominantly Berkeley Square, and as agreed, 'work from home.
  - Flexibility to work evenings/weekends as necessary as well as auctions or special events.
  - A pre-requisite of the role is the ability, when required, to support our Geneva and Hong Kong auction sites as required, plus additional sites with our remit if added.
  - Must be legally eligible to work in the United Kingdom without sponsorship.
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