

ACCOUNTS PAYABLE AND CLIENT ACCOUNTING COORDINATOR

Geneva

The candidate is responsible for financial and administrative tasks related to supporting the Geneva office including supporting the client accounting and accounts payable processes for Phillips Swiss entities (Phillips Auctioneers & Phillips Fine Watches).

Duties and Responsibilities

Accounts Payable

Provide support to the London-based Finance team with:

- Identification, allocation, coding and processing input of supplier invoices relating to the Swiss entities
- Preparation of a weekly payment run
- Liaison with the London Finance team on the settlement of all supplier invoices and associated cash flow management
- Preparing reports as required.

Client Accounting

Work closely with London based CA team, local Geneva Sales Departments (currently Watch and Jewellery), international consultants and Managing Director, Geneva to provide and support a seamless and pro-active solution to the Client Accounting function based in London by:

- Pre-Auction – support review of client registration and support buyer queries
- Post Auction - assist generating and distributing Buyer invoices.
- Assist with debt management, buyer payment (all formats), allocation of funds and issuing collection orders. Support maintaining any client statements for complex deal transactions/multiple sale offsets etc
- Review consignor contracts and enter charges and adjustments into company system
- Liaise with London team to settle consignor payments and issue settlement statements
- Support Swiss VAT charges and queries
- Assist with private sales and after-sales Client Accounting invoicing and payment
- Assist with management reporting on cash flow, debtors and other ad-hoc reports
- Support Local Credit Card authoriser support, maintenance, functionality and reporting
- Perform any other ad-hoc duties/special projects as requested.

Professional Skills and Experience

- Minimum 2 years' experience within an auction house Finance/Client Account/Client Services department or similar environment.
- Experience of working within an international auction house is desirable.
- Experience with MS Office Suite and Outlook.
- Experience of **NetSuite** desirable.
- Demonstrable knowledge of auction house VAT & Compliance, particularly in Switzerland.

- Fluency in French & English language skills (verbal and written) is essential with additional languages being desirable.

Education and Training

- Bachelor's Degree (or equivalent) or equivalent work experience is essential.

Personal Attributes

- Proven analytic skills (both quantitative and qualitative).
- Excellent client-relations and presentation skills including issue resolution, tact and diplomacy.
- Ability to work professionally and collaboratively with all areas within the business (Geneva and London).
- Effective time management and multitasking skills, to work both within the team and independently.
- Meticulous attention to detail.
- Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.

Working Conditions

- Work is primarily undertaken in our Geneva office.
- The ability to be available to work evening and weekends periodically is essential.
