

## Accounts Assistant

### The Company

Smart software for creative people.

There are three things that make The Foundry unique:

1. Our forward-thinking approach to making creative software
2. The people that drive it
3. Meaningful relationships with our customers

Our software solutions are anything but ordinary. The workflows they create serve multiple industries and generally make doing creative things a walk in the park.

We know that tools in VFX are also relevant to designers and vice versa. It's that understanding that helps us to develop flexible, open products that solve problems.

The portfolio is as creative as it is technical, packed full of ground-breaking award-winning techy goodness that will have even the most demanding organization or one-man-show salivating.

We are a little bit proud of what we achieve at The Foundry and want to take you on our journey with us.

### The Role

Reporting into the financial controller, this role will support the Accounts receivable function of the finance team. An important role in the team, the successful candidate will ensure all receipts are posted to the financial system in a timely fashion, ensuring all invoices and receipts are allocated correctly on a daily basis. Also ensuring that all credit card application forms are processed accurately and promptly.

### The Responsibilities

- Process/post high volume of incoming receipts to financial system on a daily basis
- Process high volume of credit card payments
- Production of customer software licenses
- Produce invoices on financial system
- General ad-hoc duties as required
- Responding to internal and external queries

# Accounts Assistant

## The Requirements

- A minimum of a C grade in GCSE Maths (or equivalent)
- Experience in a similar role
- Experience of SAP Business One
- Microsoft Office. Excel knowledge essential
- Database skills. Ideally Salesforce but training will be given
- Excellent communication skills with good spoken and written English.
- Attention to detail with an organised and methodical approach to your work.
- Very high level of accuracy
- Ability to work in a team as well as using own initiative.
- Excellent time management and discipline to work to weekly and monthly deadlines.

## Applying

If you meet the criteria, are eligible to work and are interested, please send your covering letter, CV, salary expectations and notice period to [jobs@thefoundry.co.uk](mailto:jobs@thefoundry.co.uk) with the subject "Accounts Assistant".

## More About Us.

The Foundry, established in 1996, is renowned for our solutions, our customer-centric focus and our collaborative approach to development. The Foundry, with more than 270 employees worldwide, is led by CEO Bill Collis and is backed by HgCapital.

The Foundry develops award-winning software used globally by creative professionals. The portfolio lets users create inspiring and technical high-end visuals in the areas of Media Production (film, commercial, episodic, gaming), and Design, as well as participate in emerging high-growth markets such as Virtual/Augmented Reality and 3D printing.

We develop solutions and grow our market through a combination of build, buy, partner. Our R&D team has created a number of award-winning solutions. Also, we've participated in numerous funded projects, both from the UK, as well as the European Union, that sees us work with leaders across industry to develop offerings. In some cases, we've worked customers to help develop a specific solution and then commercialize the solution for broader market adoption. Finally, we merged with Luxology, the creators of MODO in 2012 and in 2014, acquired Made With Mischief.