

CORPORATE ADMINISTRATOR

Canyon CTS, part of the Vistra Group, is a leading provider of Corporate Services. Our client service team are focused on building a culture of open collaboration, solutions driven teamwork and problem solving for our clients. Our mission is to build strong, long lasting relationships with our clients and we share a vision of dedication, commitment, responsiveness and unrivalled service delivery.

We are currently seeking to hire a Corporate Administrator to join our growing business. As Corporate Administrator you will support a number of Client Managers in providing Accounting & Administration services to a portfolio of clients, ensuring that our clients are provided with a high-quality professional service.

Duties and responsibilities

- Responsible for preparing bank account opening documentation and preparing KYC for client bank account opening, liaising with the client and with banks in relation to client bank account opening;
- Administering bank accounts online including the set-up of payments, beneficiaries, etc.;
- Processing client POs and sales orders into the client accounting system;
- Processing purchases and sales invoices into the client accounting system;
- Posting bank transactions into the client accounting system;
- Maintaining accounts payable and accounts receivable listings;
- Printing client contracts and arranging for signature, scanning and arranging for courier of original documents;
- Preparing VAT returns and tax registration forms; and such other returns as may be required from time to time under the supervision of the responsible manager;
- Preparing audit files;
- Assisting with preparation of management accounts;
- Dealing efficiently with staff in other departments and external clients including queries by e-mail and telephone;
- Filing and general administration duties;
- Ad hoc administration duties including the compilation of numeric and written reports and other ad hoc work, as may be assigned from time to time.

Job specific requirements

- Strong organisational, communication and presentation skills;
- Attention to detail;
- Ability to work on your own initiative;
- Prioritise tasks and deadlines;
- Positive approach to teamwork.
- Proficient in Microsoft Office .i.e. Word, Excel, Outlook, PowerPoint, etc;

Benefits:

- Opportunity to work for a global corporate services provider, with international and domestic clients across a broad range of industries, including aviation, property, lending, pharmaceutical, agri-food sector
- A very competitive salary and a range of exceptional benefits, including:
 - Discretionary Performance Bonus
 - Pension
 - Permanent Health Insurance (death in service and income protection)
 - Private health insurance
 - Tax saver commuter tickets
- Customised training adapted to your needs throughout your career
- Company in a significant growth phase with lots of opportunity for internal transfers and progression
- Access to group wellbeing programme
- CSR initiatives