



Finance Executive (CAM Admin)

ES-14013

Purpose of the job:

Full scope of administration of front office finance activities of our Collection Account Management (CAM) business line.

Key responsibilities:

- Invoicing
- Detecting and registering incoming wires via online banking facilities;
- Updating the company's ERP system/database with financial data and in relation to clients;
- Handling account openings and closures;
- Liaising with clients regarding wire payments;
- Liaising with collection team;
- Liaising with banks and handling documentation;
- Updating reports
- Archiving documents (scanning, filing)

Main interfaces:

- Head of CAM
- CAM Finance team
- Financial Account Managers
- Clients
- Partners, Managers and staff of Freeway Entertainment Group
- External providers

Job requirements:

- Finance skills – economic secondary school leaving certificate or vocational school certificate (OKJ)
- University/college degree is an advantage;
- 1 year of experience in an international working environment is an advantage but determined
- graduates are also welcome;
- Advanced level of English knowledge (both in writing and speaking);
- Affinity with numbers and Excel
- Tolerance for monotonous and fluctuating work
- Planning and organising skills, teamwork
- Accuracy, adaptability, and communication skills

What the company offers:

- A team of experienced Hungarian and international professionals to work in & with
- Competitive salary and benefits
- Insight into the international film industry and worldwide network of clientele
- Central Budapest location, pleasant working environment
- Flexibility and relaxed atmosphere of a small but multinational enterprise

Location: Budapest