Client Accountant, Finance

Based: Central London

Reports to: Head of Client Accounts

Group Overview: A leading management and professional services company based out of the UK and US, YM & U provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

Job Purpose: Based at the head office in Central London, the duties of the Client Accountant include the day to day running of the client accounts; ownership of the invoicing and payments for our Entertainment division; managing the client payment process; setting up payments and sending out remittance advices; accurately allocate client funds upon receipt; and respond to ad hoc queries on client income.

Hours   Part time — 3 days a week

Key Responsibilities:

Updating customer / client ledger with new clients
Manage client and company sales ledgers including raising all invoices and credit notes
Review and understand client contracts to ensure accurate bookings in the system through liaising with talent managers and the legal team
Ensure VAT is calculated correctly on bookings and commission
Allocating cash to the correct client accounts
Maintaining client bank accounts and reconciliations
Set up all client payments (bi-monthly) and send out corresponding remittance advices
Develop knowledge of our bookings system, PAPRIKA, and provide training to new talent managers
Resolve sales queries through liaising with clients and talent managers
Liaising with client accountants
Manage the client recharge process, ensuring that expenses are recharged to the correct client

Person Specification:
Essential Requirements
Key Skills, Qualifications and Experience

Experience of working within a finance role or a willingness to learn
Communicate effectively and professionally in emails
Ability to build relationships with ease
Effective time management
Outgoing team player