

Purchase Ledger, Finance

Based: Central London

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: To support the Finance Managers and Management Accountants in the Central Services Finance team.

Hours Full time

Key Responsibilities:

Assisting with the administration of the purchase ledger for all professional services and central companies across the group. Main duties including:

- Inputting supplier invoices and getting appropriate authorisations to pay
- Monitoring & maintaining central AP email account
- Setting up expenses and consultant payment runs, and posting payments on the ledger
- Meeting month-end close deadlines and contributing to month-end process
- Processing of staff expenses and credit cards on a monthly basis

Assisting with the administration of the sales ledger for the professional services companies (JGUK):

- Reconciling, invoicing and chasing up third party recharge invoices
- Raising & chasing up production invoices
- Assisting with allocation of customer receipts on a weekly basis
- Assisting with other AR activities on an ad-hoc basis

Other accounting activities

- Bank & Petty cash reconciliations
- Assisting with supplier account reconciliations
- Provide cover for the Assistant Accountants when needed
- Ad-hoc support for the rest of the accounts team, working across various divisions



Person Specification:

Essential Requirements

Key Skills, Qualifications and Experience

Experience of working within a finance role or a willingness to learn
Good written and verbal communication skills
High level of accuracy and attention to detail
Positive can-do attitude
Confident with Excel
Team player
Good time management and organisational skills
Ability to work to multiple deadlines within tight timescales