



HARRISON PARROTT

JOB DESCRIPTION

Title:	Accounts Assistant
Salary and bonus:	£25,000 - £29,000 based on experience
Reporting to:	Financial Controller
Basis:	Full time Permanent
Location:	London Office / remote working currently and future possible.
Closing date:	Wednesday 26 th May 2021

About us

This is an amazing opportunity to join an award-winning artist and project management agency.

Innovation, expertise and responsiveness have been the hallmarks of HarrisonParrott ever since its foundation in 1969 when Jasper Parrott and Terry Harrison pioneered a new approach to artist and project management. Today, that restless and challenging spirit is as strong as ever, shared across one of the most experienced teams in the business.

We have more than 60 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. With offices in London, UK, and Munich, Germany, we operate on a truly global scale. While our main focus is classical music, we also work with other art forms, including ballet and theatre, and have an in-house boutique agency, Polyarts, that manages artists from a wider range of music genres.

We seek people who match our pro-active drive and ambition with a can-do attitude, who are excited about playing a key role in the future of the Arts on a global scale.

Job purpose

Primarily to provide highly effective and efficient support for the Financial Controller and Assistant Accountant, this is an all-rounder position working across all accounting functions of the business. Responsible for a high level of transactional work on cashbooks, purchase and sales ledgers and administrative tasks to support the department including managing the processes and systems for timely accounting of expenses and credit card expenditure across the company on a timely basis, setting up new clients, processing supplier invoices, bank and supplier account reconciliations and assistance with month end. Ensuring exceptional service consistency to both internal and external stakeholders at all times, in a professional, confident and efficient manner.

Key relationships

CFO, Financial Controller, Assistant Accountant, Artist Coordinators



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Key accountabilities

Company credit cards & expenses

- Process staff expense claims including management project analysis and travel analysis, checking claims are properly authorised and supported by documentation, inputting to ledger and preparing payments.
- Process monthly staff corporate credit card statements to ensure all transactions properly supported, authorised and accounted for.
- Arrange sterling/foreign currency/travellers cheques advances for staff as required
- Assist with maintaining the company travel log.

Cash accounting

- Process cash records for Current and Client sterling accounts and assist with processing of client multi-currency, including Euro, US\$, CHF, Japan Yen as required. Assist with the reconciling multi-currency accounts to bank statements.
- Where necessary obtain missing information on incoming receipts from banks/payers.
- Bank incoming cash/cheques.
- Prepare bank reconciliations for sterling bank accounts monthly.
- Preparation of manual payments and foreign bank transfers.

Purchase & Sales ledger

- Process incoming purchase invoices/credit notes and circulate for authorisation.
- Where necessary, code authorised invoices/credit notes and input to ledger.
- Prepare payments to suppliers and clients in accordance with agreed payment terms.
- Reconcile ledger with supplier statements and ensure differences are resolved.
- Update mobile, phone and data analysis monthly.
- Assist with preparation of manual invoices.
- Assist with company credit control.

Artist Promoter Invoices

- Run and distribute weekly artist invoices to promoters and clients
- Liaise with Assistant Artist Managers in preparation and distribution of weekly Promoter Invoices
- Maintain spreadsheet for Touring invoices issued
- Assist with preparing manual invoices
- Prepare monthly promoter debtor report
- Assist with Promoter credit control (including International promoters)

Artist Commission Invoices & statements

- Assist with preparation, input and collation of monthly artist statements and invoices
- Prepare cheques and bank transfers to artists
- Assist with preparation of manual statements for artists

General

- Maintain and reconcile all petty cash floats (sterling & foreign currency) ensuring these remain in balance with ledger on an imprest system and input to ledger
- Deal with queries from suppliers by telephone/letter
- General input of transactions and other data to ledger
- Assistance with various accounting analyses and reconciliations
- Maintaining efficient filing of invoices and statements, including monthly artist statements
- Checking of utility readings and bills
- Ad hoc tasks as required



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Benefits

- 25 days of paid holiday per year in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- Company Pension Scheme.
- Life assurance: 3 x annual salary.
- Annual ticket allowance for HarrisonParrott artist events.

Additional Information

We are an equal opportunity employer and value diversity. We welcome applicants from all backgrounds.

Completed applications are to be sent to hr@harrisonparrott.co.uk and must include a copy of your CV, completed application form and equal opportunities form.

An initial telephone interview may be possible if you are currently living outside the UK. Please note the essential requirements listed below when completing your application.

PERSON SPECIFICATION

The successful candidate will be someone with at least 2 years solid accounting experience, preferably in an SME, who can clearly demonstrate their responsibility for bank reconciliations, double entry and purchase ledgers. We need a proactive, strong and confident communicator who will build and maintain regular contact with colleagues across the business and external clients and artists in a professional, friendly manner at all times.

Our preference is for candidates who have already gained their AAT qualifications; or those suitably qualified by relevant practical experience in excess of 3 years. Knowledge of SUN accounts, expense software/apps and a desire to work in the creative industries will offer a distinct advantage.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
AAT qualified.		✓	✓	
At least 2 years generalist (not sole focus) accounting experience.	✓		✓	



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Excellent IT skills, especially Excel.	✓			✓
Knowledge of SUN Accounts.		✓	✓	
Fluent in English (written and spoken).	✓		✓	✓
At least 2 years' experience of double-entry bookkeeping and proficiency in account reconciliation.	✓		✓	
At least 1 year experience of purchase ledgers.	✓		✓	
Possess strong numerical ability and maintain high, and accurate, standards of presentation.	✓		✓	✓
High level of accuracy and attention to detail.	✓		✓	✓
Excellent communication skills, both written and verbal.	✓		✓	✓
Be personable and confident when dealing with internal and external clients and colleagues	✓			✓
Be quick, efficient and able to work under pressure	✓			✓
Be able to prioritise workloads in order to meet regular tight deadlines and use initiative	✓			✓
Interest in the arts/creative industries		✓	✓	✓
Fluency (written and verbal) in another language		✓	✓	✓