

Royalties and Finance Manager

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Location

Salary

Posted

Closes

Ref

Industry

Job Function

Job Level

Hours

Contract

Listing Type

Education Level

ATWOOD TATE

London (Central)

c. £35,000 depending in experience

23 Mar 2016

23 Apr 2016

5079

Arts & heritage, Artist agency & management, Music, Finance & Accounting, Accountancy, Media, Publishing

Finance

Experienced (non manager)

Full Time

Permanent

Job vacancy

Undergraduate degree (or equivalent)

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Our client, a well-established Literary Agency, is looking for a Finance Manager to join its friendly team in their lovely offices in London. You will be responsible for overseeing client and company accounts with a focus on royalties and reporting. This an exciting opportunity to work with a prestigious list of writers and publishers and can be full time or 4 days per week.

Key duties:

- Responsible for overseeing and preparing client accounts
- Preparing material for company accounts, including quarterly VAT and year end accounts for audit
- Reviewing the finance reports and conducting a monthly commissioning analysis
- Processing client payments with the support of the royalties associate
- Updating and maintaining the database with royalties/sale details and the accounting systems

Experience / skills required:

- Experience in royalties within publishing is essential
- Proven understanding of account management and book keeping skills
- Experience in accounting/payroll software would be an advantage, ideally Bradbury Phillips
- Excellent knowledge of MS word package, especially Excel
- Prior line management or interest in developing line management responsibility

For further information, please apply online or email a CV and salary expectations to christina@atwoodtate.co.uk

Atwood Tate embraces diversity and seeks to promote the benefits of diversity in all of our business activities and to develop a business culture that reflects that belief. We welcome applications from all members of society irrespective of age, disability, sex, sexual orientation, colour, race, nationality, ethnic or national origin, religion or belief.

Due to the volume of applications we receive we are often only able to contact successful applicants. If you haven't heard from us within 7 days you have probably been unsuccessful on this occasion but we will keep your CV on file for any future relevant opportunities.

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Last name

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Your CV must be a .doc, .pdf, .docx, .rtf, and no bigger than 1Mb

Your covering message for Royalties and Finance Manager

Write your application covering message here or copy and paste from a document.

All questions are required

Do you have experience in royalties within publishing?

Yes

No

Do you have experience in account management and book keeping?

Yes

No

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