



Job Description

Accounts Assistant

Routine working location:	Central London, UK
Salary:	Competitive
Closing date:	30th October 2019
How to apply:	Email your CV and covering letter to work@audience.co.uk

Audience are recruiting a part time Accounts Assistant to join our team and support a range of live event production specialists. We are an energetic and experienced team, who go the extra mile for our clients and deliver outstanding results every time.

The Company

We are a full-service engagement agency with a belief in the power of real, tangible experience and communications that demand curiosity and conversion from a brand or corporate audience.

We are breaking the mould by cutting the “agency fat” seen in our industry, giving us a competitive advantage whilst keeping procedures creative at every stage. We are an established team taken very seriously, yet the agency is young enough for you to make your future here (no corporate ceilings).

Since opening our doors in 2015 we have worked with some of the world’s most loved brands, companies and countries, creating brand experiences in the UK and beyond. We operate in a wide range of markets with our three departments; Corporate Communications, Brand Promotion, and World Stage across three service streams; Strategy, Creative and Production.

The Role

We are looking for an Accounts Assistant to join the team, reporting to the Financial Controller

The successful candidate will have experience working in a similar role or studying towards an accounting or business qualification, be literate in Excel and office packages and also be able to work effectively in a team environment.



The Tasks

As part of a small team you will be required to complete your job and work as a team player to achieve greater things in the agency.

Typical tasks include (but are not limited to):

- Matching, batching and coding purchase receipts
- Sales ledger and credit control
- Dealing with suppliers and credit accounts
- Bank reconciliation
- Operating across all transactional finance
- Ad-hoc tasks as required

The Skills

You will be able to show examples of when you have achieved the skills below and offer your own additional skills over and above the specification. We aren't looking for the acceptable candidate, we are looking for the exceptional one

Key skills required:

- Experience in a similar function or studying towards a finance or business qualification
- IT Literate - Experience with Excel essential
- Quick learner
- Hands-on approach
- Excellent telephone manner
- Ability to understand when the utmost attention is required to prioritise tasks with certain urgency
- Comfortable working unsociable hours from time to time
- Be self-motivated, self-sufficient and have an accountable attitude
- Remain calm and collected in high stress environments
- Have a hands-on attitude and an open communicator



Your Expectations

We encourage our teams to go through constant training and self improvement, so we expect you to bring ideas on how to do this. But as a start, we expect you to:

- Be studying towards an accounting or business qualification
- Have experience working within a fast paced team environment
- Have a good work ethic and willingness to learn

Expect from Us

- Guided career progression
- G&T policy (give and take flexible working)
- G&T policy (gin & tonics on Fridays)
- Regular team socials
- Sponsored training courses
- Free breakfast and generously stocked kitchen
- Relaxed dress code
- Office dog(s)
- Mobile phone (or monetary contribution)
- Lieu days
- 28 days holiday
- Extra day holiday per year of commitment
- Extra day holiday for birthday, wedding or moving house
- Company subbed holidays, rewards and incentives

We want you to get behind our mission to make live experiences more engaging, however you feel you can through this role. You'll connect the dots, think on your feet and lead our clients on exciting journeys. We love what we do and want you to too.