

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Interim Post Production Accounts Assistant.</b>
<b>Department:</b>	Post Production.
<b>Location:</b>	Beaconsfield.
<b>Working hours:</b>	9.30am to 6pm Monday to Friday.
<b>Reporting to:</b>	Operations Manager.
<b>Direct reports:</b>	N/A.
<b>Main purpose(s) of job:</b>	This position is responsible for general book keeping for a variety of film/tv production companies. It involves a high level of concentration due to the number of different accounts we look after.
<b>Main tasks and duties:</b>	<ul style="list-style-type: none"> <li>• General bookkeeping duties (bank recs, payroll &amp; invoice processing).</li> <li>• Assisting with Audits for UK tax credits/Financial y-ends.</li> <li>• Running crew and cast payrolls on a weekly basis.</li> <li>• Liaising directly with clients via phone and email.</li> <li>• Using a number of different accounting software packages.</li> </ul> <p>This list is not exhaustive, and other duties may be required commensurate with this position as roles evolve.</p>
<b>Person specification:</b>	<ul style="list-style-type: none"> <li>• A-level minimum.</li> <li>• Full clean UK drivers License.</li> <li>• Enjoys working in a fast-paced and time pressured environment</li> <li>• Exceptional organizational skills.</li> <li>• Pays strong attention to detail.</li> <li>• Excellent time management and communication skills.</li> <li>• Previous accounting experience.</li> <li>• Previous experience in film/TV industry.</li> </ul>