

# Royalties Admin Assistant

## Part Time ( 20- 25 hpw)

**Based:** Central London

**Reports to:** Head of Royalties

**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.

**Team Overview:** Working as part of the Royalties team, situated in Business Management Division. The team currently comprises of 4 team members working across the various royalty functions.

**Job Purpose:** To complete the administration functions of the department specifically the various clients' royalty reporting sent to the company.

**Key Outcome:**

- To ensure YMU has received all inward client royalty reporting for every applicable reporting cycle
- All statements saved down in the Internal database and accessible for all members of Business Management
- Company name, details and address are all correct on all reporting received
- All payable balances due to our clients are received or business managers are notified that an invoice needs raising
- Historical statements not yet saved down to the central database are transferred from the network drives

**Key Responsibilities:**

- Download client royalty statements from Music company portals in a timely manner
- Monitor central email address for any client reporting emailed to YMU Business Management
- Liaise with client Business Managers and Accountants to ensure payment is made for all payable balances
- Reviewing statements received to ensure all company details are up-to-date and correct
- Maintain a tracking schedule of statements received
- Assist with adhoc royalties queries and projects as required

## Experience and Capabilities:

- Administration experience (preferable In royalties although not essential)
- Good communication skills both verbal and written
- Experience in providing and understanding reports.

## Person Specification:

### *Essential Requirements*

- Highly organised
- Strong attention to detail
- Ability to priorities work load and shift focus quickly

## Attributes:

- Passionate and energetic — brings a genuine thrill and excitement to the role
- Highly motivated — the ability to thrive in a fluid, demanding and fast paced environment
- Proactive and forward thinking - looking at ways to Improve the current system
- Collaborative — works well with others, and can plan and implement change
- Entrepreneurial — open to new ideas, and will challenge old ones.
- Diverse — is proud of the difference they can bring

## What we offer...

We offer a wide variety of benefits including:

- Unlimited holiday
- Access to flexible working conditions - we believe with performance comes freedom
- Private medical and life Insurance after 12 months' service
- Enhanced parental leave
- Staff equality share and bonus scheme

## Equal Opportunities:

YM&U Group is an equal opportunity employer. All qualified applicants will receive consideration without regard to protected diversity characteristics such as race/ethnicity, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. All successful job applications are subject to referencing and background checks.