

Apprentice Administrator

Based: Manchester

Reports to: Directors

About the Group...

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.

About the team... YM&U Business Management Limited is a UK industry leader in providing accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients.

About the job... The main purpose of this role is to provide efficient general office administrative support service to the Directors and Accounting teams. This is a first step on the career ladder opportunity for somebody with enthusiasm to learn and progress within a successful, growing company.

Key Responsibilities...

- Scanning, photocopying, filing and maintaining systems and records
- Distribution of post, franking post
- Assisting with general office tidiness
- Stock check and ordering of stationery/kitchen consumables
- Creating engagement letters and dealing with correspondence
- Liaising with clients, suppliers and bankers
- Preparing paperwork for opening bank accounts, making payments, sending cheques and remittance advices
- Meeting and board room preparation

About you...

- Good attention to detail
- Strong organisational skills
- Team working skills
- Ability to maintain confidentiality
- Applicants must have the right to work in the UK
- Strong verbal and written communication skills



What we offer...

We offer a wide variety of benefits including:

- Access to flexible working conditions – we believe with performance comes freedom
- Generous bonus scheme
- 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.