

Junior Accounts Apprentice

Based: London

Reports to: Director

About the group...

A leading management and professional services company based out of the UK and US, YMU 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 job...

Working within Business Management team, the main purpose of this role will be to assist with client accounts - which includes bookkeeping, preparing VAT returns, maintaining sales and purchase ledgers and other related duties as reasonably directed. As part of a team you will be working with Semi-Senior and Senior accountants who will oversee and direct your tasks with ultimate responsibility to the Director in charge of the team.

Key Responsibilities...

- Bookkeeping and receipt analysis
- Preparing VAT returns
- Maintaining sales and purchase ledgers
- Assisting with account preparations for Sole traders, Limited companies and LLP's up to trial balance
- Assisting with the running of bank accounts and gaining approval for payments
- Maintaining relationships with all major stakeholders
- Working across teams to ensure best practice is maintained

About You...

- Educated to A level or equivalent
- Relevant experience desirable but not essential
- Desire to progress your career and qualifications in Accountancy, with the opportunity to study for AAT and ACCA
- IT literate and interested in becoming expert in key software packages



- Great attention to detail
- Strong interpersonal skills
- Ability to maintain confidentiality
- Applicants must have the right to work in the UK

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