

Accounts Apprentice

Based Central London, with a combination of working from home and our West End offices

Reports to Client Accountant

About the Group...

YMU Group is a leading management and professional services company based out of the UK and US. Our mission is to bring added success to everyone who deals with us – both talent and industry clients. We aim to create the circumstances where talented people can build their reputation, influence and success.

We work courageously and persistently with elite talent and clients who represent the best in the industry. We provide a portfolio of services to a wide range of professionals 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.

Our core values...

We are client first: The Group's entire purpose and DNA is centred around serving our clients first and foremost

We are collaborative: We are the many not the few. Clients can access breadth and scale of our service

We are curious: Our clients expect us to be progressive, innovative and informed.

We are egoless: Team is at the core of everything that we do, and the strength of the team is in the collective, not the individual

We are courageous: We are clear about who we are even when that can be deemed as controversial

About the Team...

You will be initially working for the Drama & Comedy team, helping collect fees on behalf of clients ranging from UK national treasures to global screen stars and breakthrough Hollywood talent.

About the job...

Working closely with a Client Accountant, the successful candidate will provide support for the collection and distribution of client fees, maintenance of client records on our Agency software (Tagmin) and the payment of commission.

With a majority of this work still being carried out from home at present, although our offices will soon be opening again to allow at least two of days per week on site, it is essential that good communication is maintained so that workflow is maintained and progress is clear to all.

In addition to the daily tasks the successful candidate will also be required to assist the Manager with ad hoc projects regarding the streamlining of processes, management account preparation and some bookkeeping on our accounting software (Exchequer).

Looking to the future, where the candidate shows particular aptitude, reliability and interpersonal qualities there will be an opportunity to be part of our Group accounting practice as well as future Group divisional developments.

Key responsibilities

- Provide daily support to the Client Accountant
- Assisting in maintaining client and office bank accounts
- Assist in obtaining the sufficiently detailed back-up from fee payers to enable the timely and efficient payment of distributions
- Assist following up on outstanding receipts and the provision of supporting documentation where requested

About you...

- Ideally you will be studying for at least your level 3 AAT exams
- Ability to demonstrate experience of working within an office environment which would preferably be in a Media environment, but not essential.
- IT literate (especially Excel) and interested in new software packages
- Inquisitive by nature and the confidence to question where explanations are unclear
- Great attention to detail
- Ability to demonstrate excellent organisation and communication 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:

- Study support after a qualifying period
- Flexible work hours
- Flexible holiday
- Cycle to work scheme
- Season loan tickets
- Company pension
- Life Assurance
- Private medical (after 12 months)
- Staff equity share and bonus scheme (after 12 months)
- Enhanced maternity and paternity leave

Job details...

- Full time
- Salary depending on skills and experience
- Study support after a qualifying period

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.