

JOB DESCRIPTION

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