

# Purchase Ledger, Finance

**Based:** Central London

**Reports to:** Finance Manager

## 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 Team...

You will join a dynamic and commercial finance team of 20; this team's primary role is to provide support to all of the businesses within the YMU Group, through monthly reporting and budgeting, financial analysis, billing and cash collection, and paying suppliers and other expenses.

## About the Job...

To support the Finance Managers and Management Accountants in the Central Services Finance team.

## The Purchase Ledger is Responsible for:

- Assisting with the administration of the purchase ledger for all professional services and central companies across the group. Main duties including:
  - Inputting supplier invoices and getting appropriate authorisations to pay
  - Monitoring & maintaining central AP email account
  - Setting up expenses and consultant payment runs, and posting payments on the ledger
  - Meeting month-end close deadlines and contributing to month-end process
  - Processing of staff expenses and credit cards on a monthly basis
- Assisting with the administration of the sales ledger for the professional services companies (YMU UK):
  - Reconciling, invoicing and chasing up third party recharge invoices
  - Raising & chasing up production invoices



- Assisting with allocation of customer receipts on a weekly basis
- Assisting with other AR activities on an ad-hoc basis
- Other accounting activities
  - Bank & Petty cash reconciliations
  - Assisting with supplier account reconciliations
  - Provide cover for the Assistant Accountants when needed
  - Ad-hoc support for the rest of the accounts team, working across various divisions

#### About You...

- Experience of working within a finance role or a willingness to learn
- Good written and verbal communication skills
- High level of accuracy and attention to detail
- Positive can-do attitude
- Confident with Excel
- Team player
- Good time management and organisational skills
- Ability to work to multiple deadlines within tight timescales

#### What we offer...

- We offer a wide variety of benefits including:
- Access to flexible working conditions — we believe with performance comes freedom
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform

