

Apprentice Administrator, Business Management

Based: Central London

Reports to: Administrator

About the Group...

We are 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...

You will be working as part of our Business Management team, who provide accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients in the music, sport and entertainment industries.

About the Job...

The Administration Apprentice will support the Systems Administrator in ensuring our Accounting system is up to date and accurate. They will be responsible for the upkeep of the accounting system and smooth running of the system.

The Apprentice Administrator is Responsible for...

- Data entry in to the Accounting systems - CCH and VC
- Scanning and filing
- Updating Companies House information
- Supporting the administration and accounting teams with the accounting systems and queries
- Troubleshooting any issues in the accounting system



About you...

- Positive outlook is a must! We are after a proactive individual with a can do attitude
- Strong problem solving skills
- Strong written and verbal communication skills
- Strong attention to detail
- Someone who is able to work in a repetitive environment

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