

# C C YOUNG & CO LTD



Based in the city of London, C.C. Young & Co are one of the leading music specialist firms of accountants and tax advisors. C.C. Young & Co. provides accountancy and taxation services to music industry clients. Colin Young established the firm in 1998. Over the past 20 years, C.C. Young & Co. has enjoyed continued growth and now has departments specialising in tax, touring, recording, publishing, and business management services for artists and managers.

<b>Job Title:</b>	Accounts Assistant
<b>Department/location:</b>	Touring and Business Management Department

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## Main Purpose of Job

- To prepare books and records for Sole Traders, Partnerships, Limited Companies and Limited Liability Partnerships where appropriate for level of experience and training as instructed by the Team Leader;
- To assist with the day to day running of clients' affairs, to include liaising with tour managers, artist management, and the Accountants in the business management department etc;
- To assist the Team Leaders with projects that may arise that are suitable to level of experience; and
- To assist other teams/ departments when necessary as instructed by the Manager.

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## Duties will include:

- Maintaining the books and records for bands, touring companies, LLPs and sole traders using Sage Line 50. This will include the preparation of:
    - Cash Book and Bank Reconciliation;
    - Tour Float reconciliation
    - Credit Card reconciliation
    - Sales Day Book, Sales Ledger and Debtors Ledger,
    - Booking Agency Statement Reconciliation;
    - Purchase Day Book, Purchase Ledger Control Account; and
    - VAT Returns and workings.
  - Corresponding with bank re balances / confirmation of receipt of documents etc
  - Assisting with the day to day running of clients' affairs, to include liaising with tour managers, artist management, agents, insurers and the Accountants in the business management department etc;
  - Arranging payment of authorised purchase invoices by preparing transfer documents and setting up internet payments.
  - Assisting with the management of clients' cash flow, debtor collection etc; and
  - Assisting the Team Leader and Head of Department with *ad hoc* projects that may arise
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## **Skills, Knowledge, Experience, Attitudes and Behaviours**

### Skills & Qualifications:

- Subject to entry level / stage of qualification;
- Numerate;

### Knowledge and Attitudes and Behaviours Required

- Ability to multi-task;
- Good use of time management;
- Attention to detail;
- "Go – with – the – flow" attitude; i.e. ability to be able to change the plan in order to accommodate urgent matters which may occur during the day;
- Ability to demonstrate effective communication with staff and clients, both written and verbal.
- Ability to work to deadlines; and
- Ability to work well with others.
- Keen interest in the Music Industry

To apply please email your CV & Covering Letter to [careers@ccyoung.co.uk](mailto:careers@ccyoung.co.uk)