

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.

Over the past 21 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.

Job Title:	Senior Royalties Accountant
Department/location:	Royalties Department

Main Purpose of Job

- To liaise with Copyright Controllers regarding reading and interpreting of recording and publishing agreements, inclusion of Royalty Statements into accounts and to examine completeness of Royalty Statements.
- Preparation and loading of artist statements into counterpoint suite systems
- To carry out royalty statement analysis and accounting in respect of artist profit share arrangements and management commission agreements
- Preparation and loading of artist statements into Counterpoint Suite Systems
- To ensure effective and proactive management of high profile clients' repertoire registration and collection with the appropriate collecting societies
- To assist in the preparation of royalty accounting for record labels and publishing companies
- To oversee royalty tracking procedures for all clients, and individual royalty tracking projects to be co-ordinated with the audit manager
- To assist the Head of Department with *ad hoc* projects that may arise.

Working Conditions

- Work to be carried out onsite at the of C.C. Young & Co Offices
- Attendance at in office and out of office meetings with Staff and Clients may be required – advance notice will be given if travel arrangements are required.

Skills, Knowledge, Experience, Attitudes and Behaviours

Skills & Qualifications Required:

- Music Industry, in particular royalties experience
- Ability to interpret agreements; and
- 2 years+ working at a music industry accounting firm or similar.

Knowledge and Attitudes and Behaviours Required

- Good Knowledge of Microsoft Office, with a primary focus on Word and Outlook;
- Ability to prioritise
- Organised;
- Friendly, helpful attitude;
- 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
- Some knowledge of Counterpoint Record Maestro or similar royalties software;
- Good working knowledge of Microsoft Excel;
- Ability to prioritise workload;
- Ability to work to deadlines and produce accurate work whilst under pressure;
- Ability to effectively communicate with colleagues and clients:
 - Client Meetings (e.g. presenting result to management, communication with lawyers etc)
- Ability to use time in the office efficiently in order to achieve maximum level of productivity;
 - Awareness of chargeable time vs non-chargeable time
 - Ability to work to a budget; and
 - Awareness of clients' "ability to bear".
- Ability to work well with others.