



**MUSIC THEATRE
INTERNATIONAL**

RECRUITMENT

ROLE:	Accounts Assistant	LOCATION:	Central London
SALARY:	£30,000 - £35,000 (depending on experience)	HOURS:	35 hours per week, 1 year fixed contract

COMPANY DETAILS

Music Theatre International (MTI) is one of the world's leading theatrical licensing agencies, granting theatres and schools around the world the rights to perform the greatest selection of musicals from Broadway, the West End and beyond.

MTI works directly with the composers, lyricists and book writers of these musicals to provide official scripts, musical materials and dynamic theatrical resources for over 70,000 productions taking place annually worldwide. From MTI's London office, materials and resources are provided to over 6000 professional, amateur and school productions taking place each year in the UK and across Europe.

MTI is dedicated to the education sector and has created the Broadway Junior™ shows (30 and 60-minute musicals designed for performance by primary and middle school-aged performers) and School Editions (musicals tailored to the needs of secondary school pupils).

MTI's London office also licences and supplies the works controlled by Josef Weinberger and Glocken Verlag, covering a catalogue of plays, concert and educational music, opera, operetta and ballet.

The finance team, currently comprised of the finance director, finance manager and two finance assistants collectively prepare and manage the accounts for Music Theatre International, Josef Weinberger Ltd. and Glocken Verlag.

This newly created role is designed to support the day-to-day operation of the busy, and growing, department. After an initial induction on the MTI side of the business, the role will shift to have a specific focus on assisting and being responsible for the Josef Weinberger Ltd. accounts.

BENEFITS

25 days Annual Leave plus 8 Bank Holidays
Non-contributory Private Pension
Private Healthcare Scheme
Season Ticket Loans
Employee Assistance Programme

JOB DESCRIPTION

Duties include but not limited to:

For Josef Weinberger Ltd.:

*to prepare the finance data ready for transfer to Microsoft Business Central (BC) software. Accounts are currently presently maintained on Microsoft Dynamics GP

*reconciliations of the Sales Ledger and data cleansing prior to transfer

*reconciliations of the Purchase Ledger and data cleansing prior to transfer

- *daily regular posting of the Sales/Purchase and Nominal Ledgers and maintain the ledgers up to Trial Balance level to enable the FD to prepare audited statements
- *VAT preparation ready for submissions
- *royalty and supplier payment runs
- *accounts systems control and management
- *other accounts tasks as/when requested by the Finance Director.
- *regular (same-office) cross correspondence with the in-house MTI Accounts team
- *regular liaison with the Finance Director, Managing Director and the MTI Finance Manager

PERSONAL SPECIFICATION

Strong technical financial and management accounting skills

Ability to prioritise, dealing with a variety of challenges

Plan/work to strict deadlines

Computer skills including system knowledge of computer-based accounting systems. Knowledge of Microsoft Great Plains Dynamics and Microsoft Business Central is an advantage.

Advanced user of Microsoft Excel

Excellent numeracy skills

Tenacity and attention to detail

QUALIFICATIONS, EDUCATION, TRAINING

Minimum of 2 A-Levels or equivalent

ACCA Diploma in Accounting and Business RQF Level 6, or an ACA Qualification or CIMA qualification level

RELEVANT EXPERIENCE

Previous experience in an accounts/finance role

Previous history of sales and purchase ledger reconciliation/supervision

KNOWLEDGE & SKILLS

DESIRABLE	ESSENTIAL
Understanding of Microsoft Business Central	Microsoft Office packages, including Excel and Great Plains Dynamics
Knowledge of withholding tax principles	Ability to work on own initiative as well as working to deadlines
Understanding of royalties and distribution principles/procedures	
Statutory accounts preparation knowledge to trial balance level	

To apply; please email your C.V and a Covering Letter to: recruitment@mtishows.co.uk

Opening Date for Applications:	10 th April 2024	Closing Date for Applications:	26 th April 2024
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