

JOB DESCRIPTION

Job Title	Trainee Financial Accountant
Employer	MPA Group of Companies
Status	Full-time
Place of work	8th Floor, 2 Pancras Square, London, N1C 4AG
Holiday entitlement	25 days in each calendar year, three of which must be taken during the period over which the office is closed between Christmas & New Year
Salary	£23-28k DOE and including training contributions
Reporting to	Director of Operations MPA Group
Duties	<p>To assist the Director of Operations with all of the finance functions across the MPA group of companies and any other ad hoc projects that involve finance.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Prepare monthly management accounts for the group on a company by company basis. • Collate bank reconciliation and statements from various areas of the group to produce a monthly Dashboard showing the combined financial position of the group companies. • Analyse, reconcile and post monthly credit card expenses across the group • Analyse income & expenses passing through the group bank accounts and arrange appropriate Inter-Account Transfer payments via the online banking platform. • Monitoring MPA member accounts for non payments, delayed payments and other irregularities; to encourage full and prompt payment of invoices, this will also include a close working relationship with the membership team; the production of weekly overdue account reminder letters and preparation of documents to support the instruction of external solicitors or bad debt write offs • Communicating, investigate, problem solving both internal and external customers queries to the highest level via phone, email, mail or in person; reconciling of accounts, production of statement • Where necessary follow established procedures for the collection and processing of receipts both sterling and multi-currency, direct debits, cheque, bank transfers and credit cards etc • Maintaining various data records in order to allow all month end reporting to be processed smoothly and accurately in accordance to agreed deadlines; job holder to prepare Month end reporting, billing allocation for sign off • To complete month end processes in a timely manner and accurately produce allocated month end balance sheet reconciliations within a tight deadline, investigate any queries by liaising with other departments where necessary in order to ensure the correct figures are reported.

	<ul style="list-style-type: none"> • To set up and post journals on a timely basis in order for the ledgers to show correct and up to date information. • To ensure the accuracy of ledger balances and provide backup of the figures for audit purposes. • To document procedures and perform a regular review. • To assist in the preparation of the Printed Music Licensing Limited distributions both the membership model and the data based model. • Assist in the review and analysis of the monthly MPR reports across the group. • Assist in the preparation of the annual budgets the group including monitoring of events budgets and working closely with Events Manager on events budgets. • Liaise with the MPA Membership & Outreach Manager on annual subscription renewals and membership fee invoicing. • Responsible for issuing all invoices across the group and processing related payments. • Assume responsibility for petty cash management and reporting. • Process cash expenses and credit card expenses • Do chairs expenses for MPA credit card • Assume responsibility for managing the relationship with external IT support. • To assist the Director of Operations with any ad hoc projects the team are involved with. <p>General:</p> <ul style="list-style-type: none"> • Take an interest in what the MPA Group of Companies is doing for its members and keep abreast of developments as much as possible • Attend staff meetings and events as and when required • Provide support to the Chief Executive, Director of Operations, and other staff as necessary in this small and busy office and provide cover during periods of absenteeism. • Represent the MPA Group of Companies at external industry meetings and events
<p>Skills and Experience</p>	<ul style="list-style-type: none"> • Currently studying for a professional qualification in accounting. • Experience and knowledge of online banking systems and cash payment methods. • Experience and knowledge of preparation of management accounts and budgeting/forecasting • Experience and knowledge of online accounting systems • Excellent written and verbal communication skills • IT literate, numerate and proficient with Microsoft Office, including advanced Excel skills • The intellectual agility to move easily between the strategic panorama and specific issue, and to 'join the dots' between the various issues affecting the MPA Group of Companies
<p>Personal Qualities</p>	<p>Business Perspective – Makes Considered Decisions</p> <ul style="list-style-type: none"> • Critically evaluates information to identify potential errors and checks that information is complete • Suggests alternative approaches and ideas that will benefit the business • Takes responsibility for achieving objectives, highlighting potential problems in a timely manner • Uses initiative, does not wait to be told or directed • Organised, disciplined and self-motivated • Ability to see opportunities beyond immediate role

	<p>Business Perspective – Ensures Successful Delivery</p> <ul style="list-style-type: none"> • Challenges plans and processes to ensure best practice; does not take information and instruction at face value • Is able to use technology to deliver results, requesting training if required • Shows pride and commitment to our business, wanting to be part of its success • Delivers on promises, ensuring service level agreements are achieved • An interest and awareness in music and developing technologies surrounding it.
	<p>Working Together – Works Collaboratively</p> <ul style="list-style-type: none"> • A positive team player with a pro-active, creative and solutions oriented approach • Develops and maintains mutually beneficial relationships across the business • Sees the benefits of working with others and looks for opportunities to do so • Promotes greater collaboration within own area, being proactive in offering support where it can add value • Seeks feedback from managers, peers and customers to improve the way they work <p>Supporting Progress – Simplifies Complexity</p> <ul style="list-style-type: none"> • Identifies more efficient ways of working that are straightforward and consistent • Knows how their individual objectives contribute to our vision, mission and strategy and how they impact on other business areas • Takes responsibility for understanding complex business issues by asking questions to gain clarity • Shares experiences, information and knowledge to aid others and get them up to speed
Application Process	To apply, please send a CV and cover letter explaining why you are suitable for the role to lorna.greenwood@mpagroup.com.
Deadline for applications	Monday 25 th June 2018
Interviews	w/c Monday 25 th June 2018
Start Date	As soon as possible

The Music Publishers Association exists to safeguard and promote the interests of music publishers and the writers signed to them; represent these interests to government, the music industry, the media and the public, provide publishers with a forum, a collective voice and a wide range of benefits, services and training courses; promote an understanding of the value of music and the importance of copyright; and provide information and guidance to members of the public.

The Music Publishers Association is a signatory to the Equality & Diversity Charter for Music and strives to be a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit.

Please note you must have the right to work in the UK. We are unable to consider applicants who do not have the right to work in the UK. All applications to jobs at the Music Publishers Association are subject to the MPA's data privacy notice for applicants, which is available here: <https://mpaonline.org.uk/wp-content/uploads/2018/06/Data-privacy-notice-for-applicants-12062018.pdf>