



**hentons**

**Semi Senior Accountant**

Candidate Brief

# About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy & Business Advisory firm with national expertise, but our local knowledge means we can offer a bespoke, personalised service tailored to our client's needs.

Our national presence is underpinned by our strong Yorkshire roots. We have seven UK offices in Leeds, Sheffield, Doncaster, York, Hertford, London & Thirsk. Each of our offices offer a full range of business and advisory services.

Our clients' needs are the focus of everything we do and we know each client is unique and special with a range of different opportunities and challenges.



## Key Information

- Ranked in the top '50+50 Accountancy Firms' by Accountancy Age
- Team of 150 & growing
- Partner/Leadership Team of 16
- Head Office in Leeds
- 6 other UK offices from Yorkshire to Central London
- Fee income of c£12m

## Accreditations



# Our why

Our clients' success is all that matters.

Through exceptional service, proactivity, and the strength of our people, we will find the best solution.

Combining the benefits of local and national connections, we will seek out new opportunities.

Taking a personal approach to every client, we will be there to listen, respond, and deliver, whenever you need us.



# About the role

## Role profile

**Job Title:** Semi Senior Accountant  
**Department:** Music, Media & Live Entertainment  
**Location:** London  
**Term:** Permanent  
**Salary:** Competitive

## Role overview

The role is within our music department and is very versatile and dynamic. It gives exposure to a variety of bookkeeping, accounting and business management aspects due to the fact that the role does not work with historic information but live day-to-day financial data.

Our music department carries out a function of the outsourced artiste's financial department and work of that department is vital for the financial success of our clients.

The main responsibility of the candidate would be to maintain accurate bookkeeping of a portfolio of artistes. Processing tour cash accounts and posting them on Xero. Assisting with the preparation of the tour accounts. Preparing royalty and merchandising sales analysis.

Challenges: be able to prioritise the workload and switch between the tasks upon urgent requests from clients.





# About the role

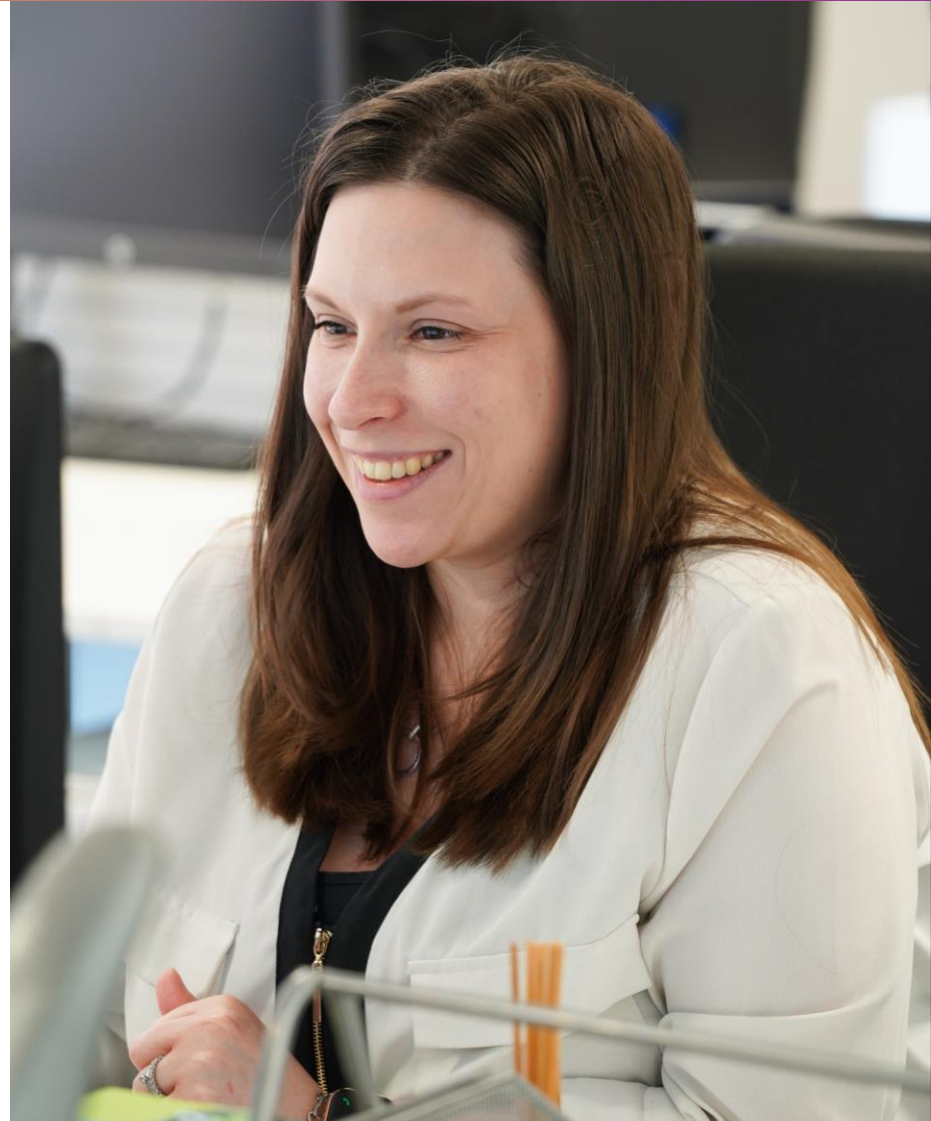
## Duties and responsibilities

### General Bookkeeping responsibilities:

- Processing purchase invoices, posting on Xero
- Processing payments to the suppliers.
- Chasing suppliers for missing invoices.
- Analysing cash receipts on excel spreadsheet. Posting on Xero.
- Preparing sales invoices and sending them to the customers.
- Chasing outstanding debtors.
- Responding to the basic customer and supplier queries.
- Preparing and submitting VAT returns.
- Reconciliation of GBP and currency bank accounts.

### Tour & artiste accounts:

- Preparing tour reconciliations and variance analysis.
- Preparing and submitting A1 applications.
- Providing production back-up to overseas promoters.
- Liaising with the tour manager, artiste management and promoters with regards to the artiste's affairs.
- Preparing management accounts reports.
- Royalty analysis and calculations of the management commission.
- Merchandising sales analysis.



# About you



## Core Skills

- Analytical
- Excellent attention to detail
- Candidate needs to be organised and methodical
- Good communication skills both written and oral
- The ability to follow instructions
- The ability to use own initiative and to think outside the box
- Solid grasp of double entry including accruals & prepayments, accrued & deferred income, bank reconciliations.
- Working knowledge of Xero, with the ability to run & export reports
- Intermediate excel skills – minimum the ability - pivot tables, VLookup, If statements
- Good understanding of P&L and Balance Sheet
- Good knowledge of VAT rules and the ability to produce a VAT return to review stage
- Able to prepare cash forecasts/cash flows/management accounts.

## Desirable

- The ability to prioritise
- Previous supervisory experience
- Working towards AAT qualification
- Exposure to Music Accounting

# Our values

## Confidence

In ourselves and in the service we provide to our client. Our expert team will deliver exceptional solutions to help you succeed.

## Trust

The strongest partnerships are built on trust. We are open and candid in our advice, and reliable in our delivery.

## Dynamism

In exploring new opportunities for our clients, our approach to technology and new ways of working. We aren't scared to think about things differently.

## Connections

We are perfectly placed locally to build close and personal connections with clients. Every office is backed and strengthened by our national network.

## People

Every team member brings something special and unique to Hentons. We work together, championing each other and encouraging ambition.

# Our benefits

## Medicash Plan

We have teamed up with Medicash to provide a range of cash back towards everyday healthcare bills and a wide range of other wellbeing benefits

## Subsidised Gym Membership

Following the successful roll out of our Flexible Working Policy, we have continued our approach in promoting a healthy work life balance and therefore offer subsidised gym membership

## Death in Service (4x Salary)

In order to protect our staff should the worst ever happen we provide a death in service scheme. This scheme will pay out a lump sum to a nominated dependant.

## Buy and Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we now offer a buy and sell holiday scheme.

## Social Club

Each Hentons Office has its own Social Committee which organises funded/subsidised social events throughout the year both locally and nationally.

## Cycle to Work Scheme

Hentons is part of the 'CycleScheme', offering money towards bicycles at over 2000 retailers.

## Season Ticket Loan

Our offices are all near to public transport and we encourage staff to consider using a train or bus to get to work. Staff can apply for an interest-free loan to buy a season ticket on public transport, which is paid back out of monthly salaries.





# How to apply



## Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact:

[careers@hentons.com](mailto:careers@hentons.com)

To apply, please send a copy of your CV and a Covering Letter to:

[careers@hentons.com](mailto:careers@hentons.com)

## Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

[careers@hentons.com](mailto:careers@hentons.com)

## Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the 'Working at Hentons' section of our website:

<https://www.hentons.com/about-us/working-at-hentons/>



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