

PRESENT

Job Title: Accounts Administrator

Location: London

PRESENT Agency is a creative marketing agency delivering a diverse range of services, from press communication to e-commerce management. We specialise in working with fashion and lifestyle brands.

We are currently recruiting a highly-organised accounts administrator to manage all company incomings and outgoings. The successful candidate will be responsible for the consolidation of agency accounts and compiling reports for the group's Financial Controller.

You will display a strong multi-tasking ability and have a methodical way of thinking. It will be essential for you to balance your time across all brands and departments to ensure all income and expenditure is assigned correctly.

Responsibilities

- Tracking agency P&L and corresponding invoicing.
- Budget and expense management across all brands and departments.
- Ensuring client monthly retainer invoices are raised as per contractual agreements.
- Cross-checking, approving invoices and liaising with Head Office accounts department to ensure they are allocated correctly.
- Managing day-to-day petty cash and dealing with suppliers to ensure the day-to-day running of the office is streamlined.
- Preparing purchase orders for approval by department managers.
- Raising invoices for missing samples where possibilities of return have been exhausted.
- Overseeing travel bookings for Present Agency staff and managing travel budgets.

Skills and requirements:

- At least 2 years previous experience working in an administrative account management role.
- Excellent organisational .
- Goal oriented, self-motivated, and proactive.
- The ability to remain calm in a high-pressure environment and work alongside multiple teams.
- Possess an eagerness to acquire new skills.
- An understanding of Microsoft Excel and Google Sheets.

Permanent position. Competitive salary + bonuses

Applicants are requested to submit a C.V and covering letter outlining why you want to work for PRESENT Agency and what you can bring to the team to careers@presentagency.com