

AEI Group
Assistant Management Accountant
Job Description

About us

AEI Group is a community of ventures and creators focused on empowering future generations of talent through music. With over 25 years' experience, AEI Group works with entrepreneurs and talented people across our music ventures, live events and community spaces whilst on a tireless mission to transform the culture of the music industry to create a positive, healthy and happy working environment for all.

As an organisation we celebrate and support our team members from all backgrounds and are working to build an adaptable culture of mutual allyship and an environment where everyone is comfortable being themselves 100% of the time. We actively encourage applications from people of every race, gender, religion, age, disability and the LGBTQIA+ community.

About the role

The Assistant Management Accountant will be responsible for accurate reconciliation of the entire trial balance. The aim is for error free accounting through the recording, verification and analysis of all financial data. The Assistant Management Accountant must ensure accuracy and efficiency in all accounting tasks at all times. The role will oversee the Finance Assistant (1 direct report).

Responsibilities

- All balance sheet reconciliations
 - Monthly revenue recognition Fixed Assets & Investments
 - Creditors / debtors
 - Stock tracking / posting / recs
 - Bank recs
 - Intercompany recs
 - Accruals and prepayments
- Overhead analysis
- Cross-group recharges
- Dealing with the bank on an operational level
- To cover for the Finance Assistant when they are not available

About you

- Part qualified accountant (preferably early studier)
- Minimum education to include a Business / Finance related degree (min 2:1)
- Highly organised, detail-oriented self-starter
- Preferably experience gained from an SME Music / Media company
- Strong Excel skills

Company benefits

- 4 day working week
- Profit share
- Study support
- Remote and flexible working (must have the ability to attend team meetings in GMT)
- London-based workspaces including music studio access at our two main sites (Bankstock Building and the halley)
- After 6 months' probation, unlimited holiday allowance, plus additional personal days and flexible religious holiday observance
- After 6 months' probation, private healthcare cover (with Vitality and Healthshield), including dental and optical

- Enhanced parental leave (blind policy), up to 6 months off at full pay (following 12 months continuous employment)
- Annual all company workshops, conferences, and one on one coaching
- Well-being programs including cycle to work scheme
- 5% pension contribution
- Life insurance
- Sabbatical options available after 5 years of service
- Access to all our festivals and events

Salary £30,000pa

Please send CVs to careers@aei.co.uk

AEI Group is open and happy to make any reasonable adjustments as required throughout the interview process to increase accessibility.