



# Temporary Book Keeper

## Fixed Term Contract (to cover maternity leave of current post holder)

22<sup>nd</sup> March – 31<sup>st</sup> October 2010 though these dates may alter by mutual  
agreement

**February 2010**

**Confidential Position Specification**  
**Book keeper (fixed term contract)**  
**ie:music**

**Reports To**

The Finance Manager

**Location**

Frithville Gardens, Shepherd's Bush, London or another office within reasonable distance.

**Start Date**

This is a fixed term contract of just over 7 months and is likely to begin on 22<sup>nd</sup> March and finish at the end of October 2010, though these dates may change a little and the term could be extended by mutual agreement.

**Background to IE Music**

ie:music: a music management company representing Archive, Ladyhawke, Bailey Tzuke, Sia, Robbie Williams, Passenger and The Asteroids Galaxy Tour

Ie:music was set up in 1994 by Tim Clark and David Enthoven; David was already managing Bryan Ferry having resumed work with him in 1989. The pair then went on to also manage the Voices Of Kwahn and, later, Brian Eno. In 1995, Virgin asked them to advise Massive Attack's young manager, Marc Picken. They helped Marc to turn 3D, Daddy G and Mushroom into one of Europe's top live bands.

Following their success with Massive Attack, they collaborated with Marc Picken to set up Massive's Melankolic label through Virgin and took on the management of reggae

legend and Massive Attack collaborator, Horace Andy.

In 1996, Robbie Williams asked them to represent him and they have worked with Robbie for fourteen incredibly successful and happy years.

They took on Archive in 1999, a band under-rated in Britain but growing in stature and popularity all over Europe. They also manage Sia, whose second album was released earlier this year to great critical acclaim and whose contribution to Zero 7 has afforded her cult status, and revered composer, Craig Armstrong. Their most recent signings are that of The Asteroids Galaxy Tour, Bailey Tzuke and Ladyhawke. They have also recently expanded their base to invest in ie:dance ( Dj's Sander Van Doorn and Matthew Dekay) and 'This is Music' (Little Boots and Findlay Brown)

'David and I, in our separate ways, have done everything that one could possibly do in this industry short of being an Artiste or producer, a creator in the musical sense. We've been storeman and roadie, up to Managing Director. We've negotiated record contracts from different sides of the table, from a record company perspective and from an Artiste's perspective, so the wool can't be pulled over our eyes.

'I guess David and I still believe in the ideal of the sixties, which is more power to the Artiste, simply put. I think in one sense, we're kind of enablers. The Artists have a vision and we help them realise it.'

### **ie:west**

In September 2002, ie:music furthered its presence in the industry by setting up shop in the land of entertainment that is Los Angeles, California. Headed up by Josie Cliff, ie:west acts as the eyes and ears of ie:music in America. ie:west not only concentrates on the worldwide ie:music projects like

Robbie Williams, Ladyhawke, Findlay Brown, the Asteroids and Sia, but also plans to develop further American acts in the ie: tradition. And what better place to start than in Hollywood?

## **ie:music – Our Aim**

Our aim is to be the best at what we do and to leave a high quality legacy to the Music Industry. We try to succeed by being innovative and creative and ensuring appropriate recognition of our Artists while allowing them control of their destiny.

We aim to deliver the best level of service by striving to understand and fulfil the needs of the various interested parties.

## **Teamwork**

We believe that Teamwork means working together, helping each other to achieve our common and agreed goals. We strive to create an environment which fosters a spirit of co-operation and mutual support.

## **Organisation Structure**

We have a flat non-hierarchical structure to encourage approachability and accessibility. Although each person has his/her own objectives and aspirations, roles tend to develop over time. We do not have tight job delineation and demarcations and rigid job titles.

We buy in the IT support which we need, and the Finance Department deals with our investments, fund transfers and the payment of salaries.

We also buy in the relevant Human Resources support so as to develop our team as effectively as possible and foster our own internal talent as well as ensuring we keep in line with current legislation.

## **Management Structure and Reporting relationship for this role**

The post holder will report to the Finance Manager.

He/she will be expected to be self-supporting in terms of secretarial activity (typing, admin and filing).

## **Job Purpose**

The requirement is for a bookkeeper with an expert understanding of Sage and must be able to process and issue invoices and maintain the accounts to a point of producing an accurate, complete and validated trial balance to enable meaningful reporting.

## **Duties**

- Purchase Ledger - matching, coding and batching of invoices
- Managing cheque payment runs
- Preparing manual cheques
- Preparing foreign transfer payments
- Communicating with Suppliers regarding payment and processing queries
- Sales ledger - Raising of sales invoices
- Balance Sheet and Bank Reconciliations
- Maintenance of Cash Books
- VAT Returns
- Production of trial balance to enable month-end reporting and preparation for audit

## **Experience**

- Expert knowledge of Sage line 50
- Previous Experience in sales & purchase ledger role
- Strong background in Double Entry Bookkeeping
- Good understanding of basic small business accounting/bookkeeping essential
- Experience of online banking
- Understanding of year-end accounting routines
- A track record of being a team player
- Strong communication skills
- Ability to be highly reactive and prioritise workload accordingly
- Energy and enthusiasm and a 'can do' attitude
- An eye for detail
- Passion for high standards of delivery

## **Candidates' Background**

This role is very busy and we are looking for someone who is extremely organised, able to prioritise but most of all, who is calm under pressure in addition to having all the necessary technical attributes. This post will suit someone who is looking for a short-term but very hands-on and key role in a small but extremely busy and fun-loving company. This individual will understand the importance of managing detail and keeping sight of the overall picture into which the detail fits.

## **Recruitment Process**

- Those candidates who are long-listed will be interviewed by the current post holder and the Management Accountant. Thereafter, those short-listed will be interviewed by the Head of Finance.

## **Compensation and Details of Employment**

- Salary £25k per annum dependent on experience.
- Working hours: 10am – 6pm
- Annual leave: 20 days excluding bank holidays pro rata

Offer of employment: Any offer of employment will be made subject to references and pre-employment medical questionnaire.

## **Applications**

Please send a letter of application expressing your interest in this role and your relevant experience as well as your CV to [abbi@iemusic.co.uk](mailto:abbi@iemusic.co.uk) before Thurs 25th February 2010. Interviews are likely to be w/c 1st March 2010