

THE FITTING ROOM

Part Time Bookkeeper and Administrative Assistant

Post title:	Bookkeeper
Hours:	4-5 days per month
Location:	Work from home
Responsible to:	Director
Line Manager to:	None

About Us

We are an agency committed to keeping our clients relevant and in turn, creating campaigns that are led by cultural insights and a deep understanding of audiences.

Epic campaign creation is what we do, continually delivering ideas that are impactful, drive commercial returns and build brand fans. We are always on the hunt for the cool and the unventured, hosting our own workshops and attending events that are nothing to do with the industry but everything to do with the people we want to engage with.

Our work spans across; experiential marketing, brand experiences, social content, film, brand partnerships, event marketing, sponsorship, digital, design, activation and sponsorship. Our clients are some of the best in food and drink, lifestyle, music and entertainment.

Some of our recent work includes; partnering a Grammy-award winning producer with a global burger brand, wrapping a barge and sailing down Camden Passage to launch a limited-edition Absolut vodka bottle, rebranding a dating app and travelling to Belgium to create a video series for a Belgium beer brand..

The Role

We've been creating epic sh*t since 2013 and we've learnt a lot. One of our biggest learnings is that to deliver what we create, we need excellence at the heart of our delivery team. Our campaigns are steeped in culture and knowledge, which usually means multiple moving parts.

The past 5 years have been a ride and we're now looking to take the next steps of growth as we work with our clients in both the UK and US. High energy, entrepreneurial spirit, a winning mindset and an unwavering commitment to delivering excellence is what drives us.

We're looking to go hard in 2021. We delivered cool and relevant campaigns through creativity, entrepreneurialism and our excellent network of partners.

The Bookkeeper will be responsible for overseeing the day-to-day accounts of the business ensuring that we remain as profitable as possible. Working closely with our accountant to deliver necessary information and documentation. Ensure that all financial systems are kept up to date. Providing reports as and when required.

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What We Are Looking For

Excellence, attention to detail and energy! Exceeding expectations at every opportunity.

- Bank reconciliations
- Raising invoices
- Chase invoices
- Consolidate jobs
- Maintaining purchase and sales ledger
- VAT returns
- Payroll
- Budgeting
- Accounts prep for year end
- Other tasks commensurate to the post
- Send out client contracts and scope of work agreements
- Administrative tasks

Who We Are looking For

- AAT or similar qualifications
- 3 years bookkeeping experience
- Experience with Xero accounting software
- Strong Microsoft Office skills
- Can do attitude
- A strong work ethic
- Excellent communications
- Methodical, detail focused but full of energy

What we can offer you

- Summer and Christmas parties and regular nights out with the team and our great clients. Last summer we celebrated the half year in Ibiza and the Christmas before in Amsterdam.
- A talented, energetic and diverse group of colleagues and clients who aim live their best selves through work and play