

**Job Description/Person Specification****Semi-Senior Accountant**

**Based:** **Portland Place, London**

**Reports to:** **Director**

**Group Overview:** A number of companies make up James Grant Group Limited, providing management and professional services to a wide range of clients across the broadcast media, music and sports sectors. We provide bespoke advice on a complete range of areas from career management and planning through to royalty payments and accounts preparation. Our finance business arranges funding to production companies and sports institutions whilst our digital and brand divisions ensure we deliver a rounded approach in all aspects of client management.

**Company Overview:** OJK Ltd is a UK Industry leader in providing accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients in the music, sport and media industries.

**Job Purpose:** The Semi-Senior Accountant will support the Director and Senior Accountants in undertaking accounting functions for clients, including sole traders, limited companies and partnerships.

**Key Responsibilities:**

1.	Preparing accounts for review for Director and senior accountants
2.	Bookkeeping
3.	Raising invoices
4.	Monitoring bank balances
5.	Providing reports to clients and OJK Directors
6.	Preparing VAT returns and liaising with tax department
7.	Answering enquires from clients and senior staff
8.	Any other duties as reasonably required
9.	Providing support and training to junior trainee accountants.

**Person Specification:**

• Previous practice experience essential
• Experience with accounting packages
• Part way studying to ACCA accreditation

## Job Description/Person Specification

<ul style="list-style-type: none"><li>• Proactive</li></ul>
<ul style="list-style-type: none"><li>• High level attention to detail</li></ul>
<ul style="list-style-type: none"><li>• High level numeracy and literacy</li></ul>
<ul style="list-style-type: none"><li>• Customer Service focus</li></ul>
<ul style="list-style-type: none"><li>• Interest in music industry</li></ul>