

REPUBLIC MEDIA

Job Title	Sales Ledger Administrator	Line Manager(s)	Management Accountant / FD
Package	Excellent salary DOE, plus contributory pension and other benefits		
Department	Finance		
Location	Manchester		
Hours	Part-time, 3-4 hours, 5 days/week	Permanent or Fixed Term	Permanent (6-month probationary period)

Working in a small finance team at Republic of Media you will be responsible for keeping the invoicing and credit control functions of one of the UK's most vibrant and innovative media agencies running smoothly and efficiently, working closely with colleagues across the business

Experience & knowledge required

- At least three years experience in an appropriate sales ledger capacity, ideally working with Mediaocean systems (DDS)
- Production of client invoices and month end statements
- Posting daily receipts to client accounts
- Responding to internal and external client queries
- Good knowledge of Excel
- Creation and regular review of Debtors Ageing
- Credit control

Communication abilities expected

- Accurate written and verbal communication is essential
- Ability to communicate with colleagues and clients in a friendly, clear and effective manner
- Ability to build relationships internally and externally with clients

General

- Ability to work accurately to tight deadlines
- Excellent numeracy and strong attention to detail
- Comfortable working as part of a small finance team in a dynamic, fast paced environment, often self-sufficiently

Who are Republic of Media?

We're Freethinkers – working with clients to deliver media effectiveness and manage transformation. Born in the digital age, we are the fastest growing media agency in the UK, with offices in both Manchester and Edinburgh. As a media agency with an emphasis on being truly independent, we specialise in communication planning, media buying, brand building, digital media and innovation. We guarantee a competitive salary, plus the challenge and excitement of joining a rapidly emerging agency.

COVID-19

Due to the current global pandemic we are working both remotely and, when permitted, from our regularly sanitised COVID-19 compliant offices. As a team of dynamic practitioners, we have set ourselves up to work efficiently from home providing daily contact with team members. We speak openly and honestly to our team about their personal circumstances during the current pandemic. The ideal candidate would be able to work from our office in Manchester and from home.

An IPA (Institute of Practitioners in Advertising) member agency, we have been trading for over 9 years and are one of the fastest growing media agencies in the UK. We offer support in personal and professional development to enable you to build a successful career, a competitive salary, plus the challenge and excitement of joining an ambitious, fast growing agency.

Closing date for applications: Sunday 14th March 2021

Apply by sending a CV with covering letter and salary expectation to hughm@republicofmedia.co.uk