

PURPLE

LONDON NEW YORK LOS ANGELES

Accounts Assistant

The leading Lifestyle communications agency, Purple are global specialists with a combined expertise and range of services that is a unique within the market.

Creative, culturally connected a driven, we align business ambition and cultural energy for commercial success.

We are independent in philosophy, attitude and operation. Offering both a boutique and in-house approach, individually tailored to the client's business objectives.

We work with leading international brands and next generation of ground breaking talent across fashion, beauty, music, lifestyle and property.

We are Global. We service our clients internationally from offices in London, New York and LA, working collaboratively as one team to represent your brand globally

Responsibilities

The Accounts assistant will provide administrative support to finance department, undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping.

The Accounts assistant will help to maintain the office and keep it running smoothly. As well as helping the manager, accounts assistants also deal with customers and external agencies.

Other duties and responsibilities of the job include:

- Working with spreadsheets, sales and purchase ledgers and journals.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Controlling credit and chasing debt.
- Reconciling finance accounts.
- Managing petty cash transactions.
- Managing Expenses and credit cards
- Reconciling all recharges and bill back to clients on monthly basis

Location: London, W1

Hours: 37.5 hours per week

Please send your CV and a supporting cover note to careers@purplepr.com explaining why you are suitable and interested in this opportunity.