



# FINANCE ACCOUNTS ASSISTANT

Finance Department, Permanent, Full-Time  
July 2022, Tommy UK

## WE ARE TOMMY, ARE YOU?

Do you have a natural affinity with numbers? Do you have attention to detail and enthusiasm for building strong relationships with colleagues, clients and suppliers alike?

Tommy is looking for a Finance Accounts Assistant to join our Finance Department in the UK Office.

## OVERVIEW

The Accounts Assistant will provide accounting and administrative support to the Finance team to enable it to run smoothly, ensuring transparency and efficiency in all transactions. The role demands a natural affinity with numbers, attention to detail and enthusiasm for building strong relationships with colleagues, clients and suppliers alike. The ability to problem solve, being proactive and collaborative are all key attributes to succeed in this role.

Reporting directly to the Finance Manager, you will also work closely with different teams within the agency. This is a full-time role working Monday through to Friday from 9.00am to 6:00pm each day -hybrid working; at least 2 days a week in the office in Old Street, London.

## ABOUT TOMMY

Founded in 2009, Tommy is an award-winning global creative & production studio, which develops rich digital experiences, underpinned by sophisticated technical excellence, communications strategy, and exceptional design. We work with some of the world's leading brands like Netflix, Amazon Prime Video, Adobe, TikTok, Tottenham Hotspur, Man City, COTY, and William Grant & Sons in over 60 countries around the world - Tommy is the leader in some of the most advanced digital campaigns online today.



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## ROLES & RESPONSIBILITIES

Duties include but are not limited to:

- Accounts Payable input (staff expenses & purchase invoices)
- Bank postings; monthly bank reconciliations
- Managing supplier expectations and timing of payments to maximise group cashflow
- Preparing weekly supplier payment runs
- Supporting the billing function when members of the team are absent
- Chasing up agency time sheets
- Managing monthly credit card reconciliation & postings
- Monthly payroll journal postings
- Supporting with any other adhoc duties as required

## THE RIGHT PERSON IS SOMEONE WHO

- Has a natural head for numbers and good attention to detail
- Helps champion and promotes a positive agency work ethic and culture.
- Supports the agency's mission statement: Destroy Sameness
- Works collaboratively with work colleagues
- Complies with all agency policies, procedures and relevant Statutory legislation
- Participates in the agency's performance management process and undertake continuous personal development
- Understands double entry and nominal journal postings (though not essential if willing to learn)
- Intermediate or above knowledge of excel is a must have
- Paprika or other finance system experience highly advantageous but not essential as we will provide full training
- Bank postings; monthly bank reconciliations

## GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Accounts Assistant, get in touch with us at [work@thisistommy.com](mailto:work@thisistommy.com). Send your CV along with a cover letter email explaining why you are the best person for the job.



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We're committed to furthering equality and diversity in the creative industry, so we'll be especially happy to see applications from diverse or underrepresented backgrounds. Tommy believes the advertising industry should reflect the world to which it speaks.

Local applicants legally allowed to work in the UK and able to work in our London office only, please. If you're a recruiter, please don't call us. We'll call you.