

Job Title: Junior Accounts Assistant
Department: Accounts
Report to: Accounts Manager



About Us

Media 10 is an Events, Digital and Publishing business, with its HQ based in Loughton, Essex. We pride ourselves on producing content and experiences that win hearts, minds – and awards! And, whether that's in the form of an exhibition, live event, website, magazine, or digital platform, we create, develop, and deliver it in-house, down to the very last detail.

Put simply, our knowledge of the industry is unrivalled, our passion infectious, and our parties legendary! And because we're a truly independent company, we're able to give our people the creative freedom that's led us to being one of the most decorated companies in the industry.

The Role

We are looking for a Junior Accounts Assistant to join our busy Accounts Team.

The ideal candidate will have a positive attitude and be a great communicator. You will be hungry to learn and take on new tasks as you start out or take the next step in your finance career. You will be able to prioritize and be methodical in your approach to specific tasks, as well as having a keen attention to detail.

You will not be afraid to ask questions and you will be focused on getting the job done.

We will provide study support to allow you to start or continue your accounting qualifications.

What is expected of you

This is an entry level role and we don't expect you have relevant experience although we will consider candidates who are already in a junior finance role and looking to take their next step. We will provide you with the required guidance and training, but you will bring a positive attitude and a clear desire to learn and build a career in finance.

Main Tasks:

- Allocate payments and receipts to the bank and undertake bank reconciliations
- Work with the Credit Control Manager to request payments from customers
- Maintain the Purchase Order system dealing with supplier queries as necessary

Other Tasks:

- Review of monthly expense claims
- Monthly credit card reconciliations
- Maintain petty cash
- Issue and reconcile cash advances
- Process all intercompany payments
- Prepare journals for posting to SAGE
- Ad hoc support for the finance team as required

Required knowledge / experience

5 GCSEs, (including English and Mathematics); or a relevant Level 1 Apprenticeship. We may alternatively consider performance in an aptitude test should the above requirements not be met completely.

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What we will do for you

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work with teams running some of the best brands in the industry
- Make sure you're never bored
- Make sure you have fun – because we do have fun