

Production Biller & Revenue Analyst

Company

Based in central London, Dewynters is a fully integrated agency, specialising in live events, entertainment and arts. Key accounts within the agency include The Book of Mormon, Love Supreme Music Festival, Mamma Mia! The Party and the BFI to name a few.

Position

This is an integral role within the Finance team at a time where accurate billing and analysis of client profitability is imperative for the agency. The ideal person will be someone who not only raises sales invoices but is also proactive in managing all jobs around the agency and ensuring clients are billed as timely as possible and at the correct rates. Furthermore, they will have a keen analytical eye to produce meaningful profitability reports to various stakeholders across the agency.

Responsibilities:

- Full responsibility for all Production billing (including intercompany invoices) for Dewynters Limited from initial drafting of invoices through to final billing and despatch of invoices to clients
- Full responsibility for all jobs within the agency and, specifically, those appearing on the Aged WIP report which should be reviewed and cleared down weekly in line with relevant accounting standards
- Assisting the Account Management team to promptly close jobs, sign drafts and approve billing as early as possible in the job lifecycle
- Ensuring all invoices have relevant purchase order numbers, client contact detail, etc. and that the narrative is always sufficient for the client
- Maintenance of monthly fee schedules (including web hosting, Search, etc.) and ensuring fees are billed in correct month (including Touring fees which are held between venues)
- Month end "house-keeping" including transferring House costs to appropriate relevant nominal ledger codes, re-allocation of fees across departments, clearing down balances on old jobs and liaising with Purchase Ledger Manager regarding supplier invoices not received
- Monitoring automated weekly open job lists and draft invoice lists for approvers and communicating with them to get them billed throughout the month and not bottlenecked at month end
- Assisting the Account Management team with reconciling budgets to the sales ledger including weekly billing based on client budgets and entering all invoice numbers to client budgets
- Reviewing status of jobs throughout the month to ensure costs do not exceed budget and flagging to relevant Account Manager before this happens
- Ensuring costs are recorded against sales in the correct month and advising the FC of any accrued or deferred income journals that may be required

- Producing monthly and quarterly profitability reports for each Head of Department, Account Manager and other key stakeholders to understand the profile of clients, what level of profit we are making and what the risks/opportunities are.
- Discussing any under-recoveries and profit anomalies with Heads of Department and Account Managers
- Review of current processes and recommendations for improvement
- Educating the rest of the agency as to what the sales ledger processes are and why they need to be adhered to
- Training on accounting software for new starters
- Provide support for the rest of the Finance team

Skills / Qualifications

- Computer literate with strong IT skills – particularly Excel
- Excellent attention to detail
- Strong analytical skills – ability to review a large amount of data and summarise in a succinct and relevant manner is crucial
- Good communication skills – written and verbal
- Knowledge of advertising/ previously worked in advertising is preferable
- Able to work as part of a team or independently, proactively and to tight deadlines

What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shut-down)
- Flexible working
- Career development and training budget
- Enhanced maternity and paternity package
- Life cover
- Season ticket loan (after probation)
- Cycle2Work scheme
- Permanent health insurance (after 3 years' service)
- Champagne and sabbaticals for long serving team members
- Christmas and summer parties
- Complimentary fruit
- Five for Five social
- Complimentary theatre/entertainment tickets