

January 2022

Job description: Account Co-ordinator & Finance Assistant, New York

About Living

At Living we create difference.

A difference for our clients, our people and the communities we work in. We employ smart thinking and industry insight to create positive outcomes for our clients in the financial, professional services and technology sectors through in-depth research, engaging brand, disruptive digital and integrated campaigns.

With offices in New York, London and Hong Kong our specialists' deep understanding of our clients' sectors means we challenge thinking, inspire ambition, and deliver meaningful change across their organizations. Find out more at www.living-group.com

About this position

The role is to provide account administration to the client account management team together with assisting the Financial Controller (UK) and Finance Manager (UK) and CEO (NY) with finance admin. You will have 4+ years relevant experience, working in a similar admin/finance role within a creative agency environment.

Initially, the successful candidate will be expected to work from home 5 days a week, but in time and as things change, they may be required to work from our New York office 2-3 days a week.

The position reports to:

- Account management role: reports to Senior Account Manager
- Finance assistant role: reports to the Financial Controller and the CEO.

Overall, the position holder is expected to:

- Have strong communication skills.
- Have excellent attention to detail and be very diligent.
- Demonstrate the ability to meet deadlines, organize, work independently, perform multiple tasks simultaneously with accuracy, and manage work while handling frequent, ongoing interruptions.
- Have passion, sense of humour and a friendly can-do attitude at all times
- Adhere at all times to Living Group's policies and working procedures as specified in the Life at Living handbook

Specific duties for Living Group in the account co-ordinator role include:

- Working alongside Living NY's client facing account manager, assisting with administrative project management tasks throughout the project life cycle from initial capture of project and client details to entering estimates and invoices on Living's Management Information System, Synergist
- Ensuring that Synergist is up-to-date, and accurate costs have been captured
- Ensuring timesheets, intercompany hours and work-in-progress is updated

Living Group

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Living Group is the trading name of Living Designs Associates Limited Registered in New York DOS ID: 4772814



- Coordinating company events including client entertainment and in-house entertainment (e.g., Summer and Holiday parties).
- General HR admin – including holiday requests, monitoring sickness leave, updating staff records, timesheets
- Assistance with recruitment process and booking freelancers when necessary
- Assistance with generating and tracking revenue and expenses, updating schedules, project reports, meeting agendas, conference reports/minutes and status reports as needed

Specific duties for Living Group in the finance assistant role include:

- Maintaining and keeping the sales, purchase, bank, general ledgers up-to-date including monthly reconciliation of QuickBooks.
- Reconciling our Management Information System (Synergist) to control the jobs costing system and reconciling to financial package including regular recording, monitoring and reporting of time spent on jobs vs estimates.
- Reconcile payroll on a bi-monthly basis.
- Maintaining and analysing credit cards and disbursements.
- Maintaining the fixed assets register, depreciating schedule and adjustments on monthly basis.
- Assisting with Journal entries for accounts, prepayments and accruals monthly.
- Assisting with the approval and payment of vendors and expenses.
- Assisting with Accounts Payable /Accounts Receivable transactional duties (low volume), be able to liaise internally and externally to resolve any finance related issues.
- Working closely with London Finance Team to ensure that the system is working for Living Group and delivering accurate financial information.
- Day to day administrative duties.

Technical skills required:

- You have good knowledge and understanding of Accountancy packages (preferably QuickBooks) and proficient with Excel and Word.

Review periods and feedback mechanisms:

- Performance appraisals conducted by the CEO and Financial Controller – twice a year.

Living is an equal opportunity employer

At Living, we don't just create difference, we celebrate it, we support it, and we thrive on it for the benefit of our employees and our community. Living is an equal opportunity employer and employment at Living is based solely on a person's merit and qualifications directly related to professional competence. We do not discriminate against any employee or applicant because of race, creed, colour, religion, gender, national origin, disability, age, genetic information, marital status, pregnancy or related condition, or any other basis protected by law.

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