



JOB TITLE: COMMERCIAL FINANCE ASSISTANT

REPORTING TO: FINANCIAL CONTROLLER

COMPANY OVERVIEW

PPC Creative Ltd t/a Picture Production Company is a leading International Film Marketing agency that combines a dedicated award-winning creative team with unparalleled production facilities.

With offices in London and LA, we offer a full agency cross platform service that delivers on brief, on budget and on schedule – our commitment, our passion and our attention to detail can be seen onscreen in each, and every job we do.

MAIN RESPONSIBILITIES

The Commercial Finance Assistant will play a key role within the business. The role will act as the bridge between the Account Managers in our Film client services departments and the Finance department.

The role will, predominantly, support the London based UK and International client services teams, by assisting them in project budgeting, raising vendor purchase orders, monitoring live project profitability, creating billing reports and ensuring that all financial data is provided to the Finance department in a timely and accurate manner.

This role requires an extremely well organised self-starter, with an analytical eye, who thrives in a busy environment, meeting challenges head-on. They will need to have a natural enthusiasm for the Film industry, have a good understanding of accounting principles and be willing to learn the rudimentary processes of post-production and requisite work-flows.

In addition, this role will necessitate the ability to multitask effectively and utilise good communication skills in dealing with team members at all levels, as well as external clients and vendors. This is an exciting new role within a dynamic and growing agency and one that the successful candidate will be instrumental in shaping in order to meet the business needs.

SKILLS & EXPERIENCE

1. Highly organised with ability to prioritise workload and use time effectively.
2. A pro-active, “can do” attitude.
3. Prior experience in a client facing role (internal or external) and able to utilise excellent communication skills.
4. Solid educational experience, ideally working towards an accounting qualification.
5. Intermediate to Advanced Excel skills essential.
6. Must be financially minded.



PICTURE PRODUCTION COMPANY

7. Is analytical and pays close attention to detail. Accuracy is key.
8. Is happy to complete ad-hoc tasks as required.
9. Prior experience working in a post-production environment (desirable)
10. Prior experience using Smartsheet (desirable)

6-8 KINGLY COURT LONDON W1B 5PW +44 (0)20 7439 4944

www.theppc.com