



Andrew Nurnberg Associates: Accounts Assistant

Jobs Tuesday, 26th January 2021

Andrew Nurnberg Associates is looking for an Accounts Assistant



Andrew Nurnberg Associates is a literary agency based in central London. We represent authors from around the world in the fields of literary and commercial fiction and general non-fiction, as well as children's authors. We are a small, busy office with international links.

We are looking for a new person to join our accounts department. The role will involve:

- Entering and processing payments via Bradbury Phillips
- Assisting with tax documents
- Monitoring outstanding royalty statements
- Answering publisher and author queries

The ideal candidate will be:

- Organised
- Have a good eye for detail
- Proficient in Bradbury Phillips database
- Able to work well under pressure
- A good team worker

If you would like to apply, please send your CV along with a covering letter to Sarah Nundy (snundy@nurnberg.co.uk) explaining why you believe you are suitable for the position.

Deadline 29 January 2021.

Salary commensurate with experience.

Source article: <https://www.bookbrunch.co.uk/page/article-detail/andrew-nurnberg-associates-accounts-assistant>