

EDITION CAPITAL

Summary

Edition Capital is a fast-growing investment and advisory group focused on hospitality, leisure & entertainment. Our investment arm provides capital to early-stage businesses in sectors such as bars & restaurants, competitive socialising, music festivals and television production. The advisory arm provides operational, financial and strategic advice to businesses in the same industries.

We are looking for someone who is a Finance Assistant or similar role to join our team.

Your responsibilities include but are not limited to:

- Bookkeeping and wider day-to-day financial management of both Edition group entities and investee entities, including payroll
- P&L and cash forecasting for those same entities
- Fund administration including investor reporting
- Assisting with financial year end reporting

The varied nature of our clients means you will be working directly with a broad range of company founders across various industries, as well as with the core Edition team.

Skills and Knowledge

Essential

- 18 months' minimum experience of bookkeeping/accountancy with balance sheet reconciliations, VAT returns and a knowledge of payroll
- Either Part-Qualified AAT/ACCA/CIMA or a desire to study
- Good Excel and Microsoft Office knowledge
- Attention to detail, highly literate and numerate with strong communication skills
- Ability to work with a strong degree of independence, to show initiative and to prioritise and balance work streams
- Ability to communicate with a wide range of personnel in person and on Zoom

Desirable

- Knowledge of Xero accountancy software
- Media/Entertainment/Hospitality experience of any kind