



## Finance & Office Assistant

**Job Title:** Finance & Office Assistant  
**Location:** London  
**Reports to:** Director of Operations

### 1. The Company

Detailed information about KD SCHMID can be found on our website: [www.kdschmid.de](http://www.kdschmid.de)

KD SCHMID is one of the world's leading music management companies, with offices in Hannover, London and Berlin. We specialise in bespoke strategic artist management and arranging international tours and projects. Established in 1959, we pride ourselves on our heritage and family-orientated team culture that we have maintained throughout our long history and across all 3 offices.

We have a distinct international in-house style with a reputation for building long-standing relationships with artists, orchestras, promoters and venues.

The London office was established in 1998 by the current Managing Director, Karen McDonald, and now comprises a team of 13. Based in the heart of London's Covent Garden, the London office exclusively focuses on artist management, with a bespoke list of general and local management artists.

### 2. Role

We are seeking a **part-time candidate** (3 days per week: 22.5 hours) to start as soon as possible. You will join an ambitious and experienced team whilst also being part of the close-knit KD SCHMID family.

We desire an enthusiastic, highly committed and superbly organised multitasker with proven experience in basic finance functions and office administration.

The role involves partnering with Operations to undertake duties including:

- Artist invoicing & statements.
- Coordinating directly with the artist and responding to account queries.
- Bookkeeping
- Banking reconciliation
- Preparing and collating management reports.
- Assisting in the budgeting process.
- Managing all matters of company compliance (VAT / UK Withholding Tax Reporting / P11D).
- Ad hoc artist project work.
- Credit card statements & expenses.
- Coordinating with the IT Support Company.
- Coordinating and negotiating with suppliers
- General office household tasks
- Insurance claims.



### 3. Essential competencies

- Experience in office and IT administration.
- Experience in working within a finance team, undertaking tasks such as invoicing / receipts & expenses / management reports / budgeting / sales & purchase ledgers.
- Experience with Sage or Xero accounting packages.
- Initiative, problem solver and a pro-active approach.
- Great team player with high integrity and empathy.
- Experience of managing tasks under own supervision and prioritising a varied workload.
- Ability to remain calm and efficient under pressure.
- A high degree of flexibility and resilience.
- Excellent interpersonal skills.
- Fluent in the spoken and written language of English.
- Ability to speak German will be a distinct advantage.
- Excellent computer literacy (MS-Office: Outlook, Word, Excel).
- An interest in music management and cultural programming.

### Salary: Commensurate with experience

Please send your cover letter and CV to Eva Czarniecki: [eva.czarniecki@kdschmid.co.uk](mailto:eva.czarniecki@kdschmid.co.uk). Only successful candidates will be contacted for an interview.