



Job description: Client Accounts Co-ordinator – Books and Translation Rights

Department: Business Support, Client Accounts Team

Reporting to: Client Accounts Manager

About Us

Curtis Brown, founded by Albert Curtis Brown in 1899, is one of Europe's oldest and most highly esteemed literary and talent agencies. Our agents represent many prestigious and high-profile authors, playwrights, film and television writers and directors, theatre directors and designers, actors, and television and radio presenters. In 2008, Curtis Brown joined forces in a co-agency venture with one of the largest agencies in the USA, *ICM*, to represent their authors worldwide excluding America.

We are not only a literary and talent agency. Innovative subsidiary companies have been formed, which include:

- *Cuba Pictures Ltd* the film and television production arm of the agency;
- *Curtis Brown Creative Ltd*, the agency's writing school based at our London offices and offering a range of courses for aspiring writers
- *C +W Agency Ltd*, founded in 2000 as *Conville & Walsh*, C+W are a leading international literary agency based in the UK
- *Fane Productions Ltd*, who operate as a unique 'one-stop shop' for top talent from across the global entertainment industry. They produce, manage and promote tours and programme venues, most notably *Crazy Coqs* at Brasserie Zédel in Piccadilly Circus, London.
- *Ed Victor Ltd*, established by American Literary agent Ed Victor in London in 1976. Following Ed's passing away in 2017 shareholders of Ed Victor Ltd agreed terms to move their business to Curtis Brown.

In April 2016, BBC Worldwide, the commercial arm of the BBC, extended their relationship with *Curtis Brown* and *Cuba Pictures* by taking 10% shareholding in Original Talent Ltd, a new parent company, created to house *Curtis Brown*, *Cuba Pictures*, *C+W Agency* and *Curtis Brown Creative*.

The Department

The Client Accounts Team are part of the Business Support Department. The team are responsible for invoicing for money on behalf of the company's clients, collecting the monies due, deducting the company's commission and passing the rest of the payment onto the client.

Main Purpose of Job:

The main purpose of this role is to provide administrative and accounting assistance to the company's Books and Book Translations Rights areas (with particular responsibility for Ed Victor Ltd) by helping with the timely processing of payments to clients, in this case to authors.

Main Duties

- Daily processing of royalty and advance payments through 'Bradbury Phillips' software and the company's bespoke Client Accounting package. This involves using online banking to access bank accounts, assess incoming payments, transferring amounts between accounts as necessary and then inputting the payments into the accounting package ready for twice-weekly payment runs and/or inputting payments directly to via the bank online platform.
- Dealing with clients' queries via phone and email (such as requests for copies of paperwork and enquiries about outstanding payments) in a clear and professional manner.
- Keeping the list of unallocated incoming payments as low as possible by chasing up publishers and other agencies for outstanding paperwork. Raising invoices for any royalty statements that require it.
- Assisting clients with tax exemption/reduction for Translation Rights territories. This involves liaising with clients and agents regarding tax forms, preparing tax forms and sending these on to clients, chasing clients where necessary for their completed forms, keeping a log of returned forms and sending the forms on to publishers/foreign agencies.
- Royalty processing and administration - responsibility for collating incoming royalty statements, checking if tax reduction/exemption forms are necessary and entering data to company database as directed.
- Other ad-hoc, administrative duties as directed.

Experience and skills required

- Minimum of 1 years' work experience in a similar role, preferably gained working in an agency, publishing house or finance department.
- Good team player but also happy to work unsupervised
- Excellent knowledge of Microsoft Office products
- Experience of and confidence in using databases and spreadsheets (Excel)
- Strong administrative and time management skills
- Ability to work under pressure to tight deadlines
- Strong communication skills – confidence in dealing with high profile external clients
- High level of accuracy and attention to detail
- Knowledge of Bradbury Phillips software an advantage, but not essential