

Financial Account Manager

ES-13999

Administrating and reporting of revenues arising from the exploitation of intellectual property rights e.g. film/television projects.

Key responsibilities:

- Monitoring and reporting of world-wide royalty payments
- Working independently on his/her own projects, keeping track of all related legal obligations
- Preparation of accounting reports in MS Excel and in our in-house reporting system reflecting the financial status of film/television projects based on various legal documents
- Calculation of clients' entitlements in accordance with the accounting reports and underlying agreements
- Taking part in the direct team's tasks, e.g. checking colleague's reports
- Close cooperation with the company's legal, finance and data team
- Liaise directly with the companys clients, suppliers and legal representation
- Direct communication with the company's clients and banks independently (in USA, Australia, Asia and Europe, so some flexibility with respect to working hours is required)

Requirements:

- Economical University/College degree and financial background is required - Affinity with numbers, mathematical background
- Minimum 6 m -1 yr. working experience in the field of Finance and customer handling
- Fluent in English (spelling, grammar and punctuation skills), outstanding oral and written communication skills
- Ability to read and understand legal documents

- Recordkeeping skills
- Confident Microsoft Excel user
- Ability to integrate in an international work environment
- Ability to set priorities and to work under time pressure
- Self-motivation, flexibility, pro-activeness and reliability are key
- Some knowledge of banking compliance procedures is an advantage
- Service mindedness and accuracy

What the company offers:

- Competitive salary and benefits
- Insight into the international film industry and worldwide network of clientele
- A team of experienced Hungarian and international professionals to work in & with
- Central Budapest location, pleasant working environment
- Flexibility and relaxed atmosphere of a small but multinational enterprise