

ACCOUNTS/ADMIN ASSISTANT

Summary:

Job Title: Accounts / Admin Assistant

Job Type: Full Time (37.5 hours per week), 9-10 month fixed term contract (April 2026 – January 2027)

Hours: 9.30am – 6.00pm, Mon-Fri

Salary: in the region of £27,000-£28,000 per annum, dependent on experience

Annual leave: 25 days per annum + Public Holidays + 1 day of annual leave to be taken within your birthday week.

Location: Spitalfields, E1 5JL (+ 1 day from home per week, where possible, upon completion of probationary period).

About Isobel Griffiths Ltd

Isobel Griffiths Ltd is the leading Orchestra Contractor in the UK, booking musicians for major feature films, television programmes, video games, records, commercials, live shows and production music for over 40 years.

We handpick the crème de la crème of the UK's freelance musicians to facilitate recording sessions and orchestral projects. These take place in London's top venues and studios, such as Abbey Road Studios and AIR Studios. The projects we work on are varied, and can range from a 100-piece orchestra for a week of recording for a film, to a rhythm section for a recording artist. We ensure projects are budgeted for and run in line with the various Musicians' Union agreements and that the musicians we book are contracted accordingly.

We are a small but busy team of nine people who work closely together and support each other. Day to day email and telephone contact involves liaising with musicians and their diary services, composers, producers, arrangers, recording studios, record labels, TV, video game and film production companies to discuss the details for each project and to ensure the composers' needs are met and that our work in the studio runs without a hitch.

Job Description

We are seeking an Accounts / Admin Assistant who will be able to assist our busy accounts and fixing teams with a variety of administrative tasks. The successful candidate will need to have a meticulous attention to detail, a willingness to take on a variety of tasks and an ability to work to tight deadlines.

The Accounts / Admin Assistant will report to the Head of Accounts and the CEO.

Key Responsibilities

- Preparing and issuing consent forms to musicians for digital signature.
- Ensuring all paperwork is received back from musicians and is checked and logged correctly in MS Excel spreadsheets.
- Logging all musician payments on Sage 50 Accounts and processing daily payment runs.
- Dealing with musicians' payment/fee queries and corrections and following up on any missing paperwork.
- Collating final project costs for approval by the Head of Accounts and project's Fixer.
- Preparing seating lists, player lists, sign in sheets etc. for various sessions.
- Carrying out availability checks with musicians as required by fixers.
- Ensuring timely delivery of consent forms to the Musicians' Union upon completion of a project.
- Helping to ensure the company's website is kept up to date and assisting with social media posts.

Isobel Griffiths^{Ltd}

Second Home, 68 Hanbury Street, London, E1 5JL
www.isobelgriffiths.co.uk - isobel@isobelgriffiths.co.uk - +44(0)20 7351 7383

- Ad hoc company PA duties – organising gifts, cards, travel etc. for colleagues and clients.
- Occasional attendance at studio sessions may be required to assist fixing team.
- Computer programmes currently used – Microsoft Office (Outlook, Word, Excel), FileMaker, Sage 50 Accounts.

Your Skills & Experience

Essential Skills:

- Absolute and proven attention to detail.
- 100% accuracy in all administrative tasks.
- Excellent time management skills.
- Ability to remain calm working under pressure and to tight deadlines.
- Ability to deal with multiple projects at once and adapt to changing priorities.
- Good communication skills, both in written and spoken English.
- Self-motivated with a positive attitude.
- Ability to maintain absolute discretion when dealing with confidential information.
- Ability to work independently and as part of a small team.

Essential Experience:

- Experience in a detail-driven administrative role.
- Working experience of Microsoft Office (Excel in particular)

Desirable Skills / Experience

- Experience of using accountancy software, e.g. Sage or Xero.
- Musical background e.g. a degree and/or experience working in a related field.
- A working knowledge of orchestral instruments and the orchestra format.

Annual leave

Paid Holiday: 25 days per annum + Public Holidays + 1 day of annual leave to be taken within your birthday week.

Application Process

Please apply with covering letter and CV by **13th March 2026** to recruitment@isobelgriffiths.co.uk. Interviews are expected to take place on 16th, 17th and 19th March with a preferred start date of 20th April 2026.