

Role description

# Royalties Official

## Role requirements

- To oversee the Musicians' Union Royalty Collections & Distributions.
- To respond to members and official's queries relating to Royalties.
- To maintain the Royalties area of Subscriber CRM (in-house data platform) ensuring all payee contact and payment information is kept up to date, and that a suitable audit trail is kept of all incoming update requests.
- To act as Secretary to the Musicians' Union Royalties Sub-Committee, scheduling meetings, preparing agreed agendas and reports, taking minutes and subsequently publishing them for review by the MU Executive Committee.
- To work with the National Organiser, Recording & Broadcasting, to ensure the MU's licensing and distribution services are delivered with a high standard of customer service and remain cost effective.
- To ensure the Royalties Distribution Policy and all other relevant published documentation is kept up to date with current working practice and procedures.
- To monitor the MU C&D Bank account on a daily basis, for incoming payments due for distribution to members, and process these payments accordingly, ensuring an appropriate audit trail is retained in relation to each payment processed.
- Conduct a monthly payment run to musicians including emailing payment notifications to payees.
- Carry out all necessary research and advertising in order to ensure undistributed royalty income is kept to the minimum level, reporting weekly to the National Organiser, Recording & Broadcasting.
- To manage the process of the MU's annual Subsequent Payments claim against record labels (under the BPI/MU Agreement) including:
  - a. Extraction of qualifying videos from monthly lists received from VPL
  - b. Research and logging of video performer line-ups, identifying where claims are required
  - c. Annual liaison with record labels to confirm line-ups and qualifying musicians
  - d. Annual sending of agreed claim to VPL
  - e. Receipt from VPL and distribution of income to musicians

- To produce a month end reconciliation of income receipts into the royalties bank account with payments processed in Subscriber, and to identify overdue unpaid invoices & use agreed credit control procedures to obtain timely payment.
- To produce a dashboard Monthly Finance report
- To assist the finance department with the annual independent audit of accounts, including assisting the auditor's review of a random selection of invoices and royalty payments to musicians.
- To undertake such other duties as may be reasonably authorised or instructed by the National Organiser, Recording & Broadcasting.

### **Personal requirements**

- Experience of large-scale royalty or payment distribution & systems
- Proven team worker, having an ability to develop good professional relationships with both members and external clients through excellent verbal and written customer service skills
- Good working knowledge of Microsoft packages, specifically Excel
- High volume data analysis and reporting experience
- Excellent attention to detail