

Role: Finance Controller

Details: Location: Old St, N1 (2 days / week) and home working (3 days / week)

Start date: Immediately

Key skills – Chartered accountant, experience in a fast growing agency, proactive, ambitious and confident

Experience - 4+ years post qualified

Reporting into: Operations Director

The Finance Controller role

As FC, your role is to manage all finance and accounting operations, maintain the smooth running of the finance function, while producing and analysing management information. You will work closely with the Ops Director to use the management information to advise the Leadership Team.

You will be ambitious and always looking for opportunities to improve how things work. You will be expected to proactively identify and deliver improvements that create value for the business, for example spotting patterns in over-spending or identifying efficiencies.

You will be obsessed with the detail and make it your mission to get on top of the day to day commercials, whilst supporting and educating the team around you to understand *why* it's so important.

You'll report into the Operations Director who will support you with career development and opportunities. You will also work closely with the Exec Team to understand how and where you can best bring value to ensure our business maintains it's healthy growth.

About you

You will be at least four years post qualified, preferably ACA or ACCA. You will have experience in a marketing services agency or management consultancy environment, and understand the challenges associated with running a project based business. You will be an excellent accountant with an ambition to use your financial knowledge to help advise and make commercial business decisions.

You will feel excited about helping to grow a business and being a part of change and progression. You are looking to build relationships with the Exec Team and ultimately are striving to become an FD.

You are comfortable and confident to educate, inform, support and empower others so they can manage their commercials at a client and project level. You want to be recognised as the internal financial expert and sought out by colleagues of all levels to counsel on financial topics, questions or challenges

Day to day

To give you a greater understanding of what you would be a part of, these are some of the day to day aspects of this role:

Day to day commercials

- Working closely with the various project leads to keep up to date with forecasted revenue, project burn reports, aged debtors and expenses
- Working with the new business team to keep on top of pipeline and conversions

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- Having regular check in's with the Ops Director and other members of the leadership team to discuss process, efficiencies and adding value where you can
 - Accounts payable is managed by our Finance Assistant, but there will be oversight and some support needed

Reporting tasks

- Building monthly management packs to be used at Executive Team meeting
- Building and overseeing other monthly ops reports to support team leads and project owners
- Quarterly re-forecasting with budget management and cash flow analysis
- Supporting with building Board papers
- Working with our accountants on end of year submission and other compliance matters

Ad Hoc

- Salary and rates review
- Process and systems updates and improvements
- Proactively suggesting ways to accelerate growth and manage commercials
- Supporting all members of the agency with their commercial literacy

Salary and benefits

- Competitive salary, dependent on experience.
- Company bonus scheme, discretionary and dependent on the profits of the company – eligible after passing your probationary period (6 months)
- Company health cash plan
- Birthday off (or next working day)
- Extra day of holiday per annum after 5 years' service
- Interest free season ticket loan and Bike to Work scheme

About Given

Given is a brand purpose agency. We strive to build successful brands by making business a force for good. We believe that businesses can achieve this if they have a clear purpose, strong values, and create products and ideas that matter for people, communities and the wider world.

You'll be joining a vibrant, ideas-led agency working across brands like IKEA, Zalando, John Lewis and Virgin Media. We are a team that blends branding, innovation and sustainability consulting, with design, digital and creative production.

Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected

To apply: Send CV and cover letter to recruitment@givenagency.com