

**Location:** Shoreditch High Street, E1 - hybrid working from home and the office

**Start date:** Immediately

**Qualifications:** 2+ years post qualified

**The skills we're looking for:** Chartered accountant, experience in a marketing services agency or similar proactive, ambitious and confident, knowledge of Paprika Software

**Reporting into:** Finance Director and Chief Client Officer

**Salary:** £45 - 50K

**Apply:** Send CV and cover letter to [recruitment@givenagency.com](mailto:recruitment@givenagency.com). Tell us why Given, why this role and why you. Please put the job title in the subject line.

## About you

You will be at least two 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 working in 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 with the ambition of becoming FC and ultimately on to FD one day. You are comfortable and confident to 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.

## The Finance Manager role

As FM, your role is to manage all finance and accounting operations - maintaining the smooth running of the finance function, while producing management information to help support 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 further opportunities and we are also hiring a part time FD who will guide and upskill you in order to progress you to FC. We already have in the team a P/T FD, a P/T Finance Assistant and a full time Finance Apprentice, both of whom will be managed and supported by you to ensure you are getting the support that you need to work effectively. You will have regular access to the Exec Team to understand how and where you can best bring value to ensure our business maintains it's healthy growth.

## 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
- 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 and Apprentice, but there will be oversight and some support needed

#### **Reporting tasks**

- Building monthly management packs, with the support of the Ops Director and FD, 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
- Payroll is managed by our accountants, so this will only require oversight

#### **Ad Hoc**

- Salary and rates review, as and when needed
- 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

## About us

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Nationwide, Shelter, Aviva, Trainline, Calvin Klein, Yorkshire Water, Napapijri, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

We are growing approximately 40% year on year with a constant flow of incredibly talented, ambitious and smart people. We instill a culture based on trust, mutuality and belonging, and we strive to deliver a high performing, high support environment where everyone can thrive. We move fast, because the demand for our work pushes us to, and we aren't afraid to fail fast and keep going. We empower our employees to make decisions with no red tape and no fear of reprisal, as long as they take ownership and develop along the way.

## Recruitment process

Our first step will be a 30 minute phone call to understand a bit more about you and why you've applied. Next, we'll invite candidates to a first round interview to get into more detail about your experience and expectations of the role. The final stage will involve answering a short brief, that should only take a few

hours of your time to prep, and presenting back to us. If you are comfortable doing so, we'd prefer at least one stage of the interview process to be face to face in our Shoreditch office.

## For our people

- Hybrid working, with only one fixed day in the office a week
- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Company bonus scheme
- Pension Scheme with Aviva
- Health plan with SimplyHealth
- £100 working from home allowance to help your home office set up
- A tenure bonus reward after 3 and 6 years of employment
- Work from anywhere for 1 month of the year, after your first year of employment
- Access to our Given Campus for training and development needs
- Interest free season ticket loan and Bike to Work scheme
- Option and role dependent mobile phone for business and personal use (UK domestic calls only)

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