



PR, MARKETING & EVENTS

## Financial Controller (Part-time) Vacancy Brief

### About Bubble Agency

Bubble Agency is at the heart of the fast-paced and innovative media and entertainment industry. We are the leading global full-service boutique agency, providing PR, marketing and events expertise to the film, broadcast, media technology, sports and AV industries.

In our 23-year history, we have launched some of the most exciting technological innovations that shape the way we consume media today and our clients are behind some of the most popular content on screen. None of our achievements would have been possible without our amazingly talented team.

And this is your opportunity to join Team Bubble! You will be part of an inspiring team that rewards talent and creativity and develops potential. We are proud to have been a finalist for the 2022 PRCA Dare Awards' Team Culture and Community Award and at the 2023 UK Company Culture Awards in the Best Agency To Work For category, and we continue to place our team and their well-being at the heart of everything we do.

The right candidate will share our company values and enjoy being part of a sociable team. We are headquartered in Holborn, London, with an office in Los Angeles and team members in New York, Portland, and Dubai.

If you like the sound of us, we would like to hear from you. To apply for the role, please send your CV and a 100-word cover letter or video on why you'd like to be a Bubble to Emma Pritchard at [careers@bubbleagency.com](mailto:careers@bubbleagency.com).

### Our values

- Teamwork
- Ambition
- Consideration
- Transparency

### HEADQUARTERS

**e:** [hello@bubbleagency.com](mailto:hello@bubbleagency.com) | **w:** [bubbleagency.com](http://bubbleagency.com)  
**a:** Aviation House, 125 Kingsway, London, WC2B 6NH



<b>Job title</b>	Financial Controller
<b>Role Overview</b>	<p>We are looking for a fully-or-part-qualified ACCA/ACA/CIMA professional. This is a new role, replacing the current outsourcing arrangement due to a greater need for real-time involvement and a more embedded approach to finance.</p> <p>This role will include taking on some tasks from the part-time Finance Director, and as a new role, the successful candidate will be expected to assist in shaping the role themselves, with the possibility of future growth and development.</p> <p>Reporting to the Managing Director and part-time Finance Director, we envision the role to be part-time at 25-30 hours per week depending on the candidate, who may be able to take certain tasks from the Finance Director. Ideally these hours would be spread across the week with at least an hour on each day, to ensure all urgent tasks (payments, sales invoicing, etc) are addressed on an ongoing basis. There is a possibility that the time requirement may increase over time.</p>
<b>Job Responsibilities</b>	<p><b>Oversight:</b></p> <ul style="list-style-type: none"> <li>● Maintain daily oversight of finance position of both UK and US business</li> <li>● Monitor daily cash balances in each</li> <li>● Monitor and respond to the accounts email inbox, financial correspondence, etc</li> <li>● Ensure accounting system (Xero) is up-to-date as real-time as is practical</li> <li>● Communicate important points to MD/FD, eg late payers, upcoming cash flow issues etc</li> </ul> <p><b>Book-keeping/accounting:</b></p> <ul style="list-style-type: none"> <li>● Responsible for maintaining Xero and ensuring complete and accurate at all times</li> <li>● Bank reconciliation</li> <li>● Quarterly VAT returns</li> </ul> <p><b>Sales cycle:</b></p> <ul style="list-style-type: none"> <li>● Maintain the sales forecast which feeds into the P&amp;L in real-time</li> <li>● Maintain the profit-and-loss forecast with the FD</li> <li>● Raise sales invoices for clients based on information, contracts and instructions received from the internal team / MD</li> <li>● Credit control to ensure client invoices are paid to terms, including further action if required</li> </ul>

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	<p><b>Purchase cycle:</b></p> <ul style="list-style-type: none"> <li>• Prepare payment runs in parallel with cash flow forecasting</li> <li>• Chase internal team for “missing” purchase invoices if applicable</li> <li>• Review cash position &amp; availability before submitting payment proposals to MD/FD for approval</li> </ul> <p><b>Payroll:</b></p> <ul style="list-style-type: none"> <li>• Operate payroll, potentially in Xero for the UK business (US payroll is done by an external agency)</li> <li>• Maintain pension scheme data</li> <li>• Produce P11Ds if applicable for taxable benefits</li> <li>• Ensure PAYE payments are made on time</li> </ul> <p><b>Monthly reporting</b></p> <ul style="list-style-type: none"> <li>• Support FD in preparation of monthly management accounts / reconciliations and other information for the leadership team</li> <li>• Support the MD/FD in annual budgeting and ongoing forecasting</li> <li>• Prepayments / accruals / accrued &amp; deferred income journals, etc</li> </ul>
<b>Reporting to</b>	Managing Director and P/T Financial Director
<b>Location</b>	Remote
<b>Hours</b>	25-30 hours per week, at least 1 hour a day
<b>Salary band / benefits at this level</b>	<p>The Financial Controller will be offered a fantastic package including:</p> <ul style="list-style-type: none"> <li>• £35,000 - £40,000 pro rata basic salary per annum based on experience</li> <li>• Annual performance-based bonus</li> <li>• 21 days’ holiday, plus Christmas period closure (25 days annually in total) pro rata</li> <li>• Additional holiday days awarded for long service</li> <li>• Flexible working patterns/hours</li> <li>• Flexi Friday for 8-weeks during the summer months</li> <li>• Enhanced maternity and paternity package</li> <li>• Company pension</li> <li>• Private healthcare</li> <li>• Annual bucket list scheme</li> <li>• Training and development programme</li> </ul>
<b>Proposed start date</b>	ASAP

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<b>Our recruitment process</b>	<p>Once a CV has been accepted the candidate will go through the following process:</p> <ul style="list-style-type: none"><li>● <b>Stage 1</b> – Initial video interview with our Talent Manager. Please allow 30 minutes</li><li>● <b>Stage 2</b> – Completion of tasks</li><li>● <b>Stage 3</b> – In-person interview with Managing Director, Finance Director and Talent Manager. Please allow 1 hour</li><li>● <b>Stage 4</b> - Final in-person interview/presentation with CEO. Please allow 1-hour</li></ul>
<b>Candidate specifics</b>	<p><b>Our new Bubble must:</b></p> <ul style="list-style-type: none"><li>● Be a fully-or-part-qualified ACCA/ACA/CIMA professional</li><li>● Have proven experience as a Financial Controller</li><li>● Have 5+ years of combined accounting and finance experience</li><li>● Have a thorough knowledge of accounting principles and procedures</li><li>● Have experience using accounting systems - Xero ideally</li><li>● Be able to think strategically and show critical thinking and problem-solving skills</li><li>● Demonstrate thorough time management and organisation skills</li><li>● Be driven, ambitious and willing to contribute to the business</li><li>● Be able to think independently and juggle multiple demanding tasks with tight deadlines</li><li>● Have good positive energy with a proactive, can-do attitude</li><li>● Have solid good written and verbal communication skills</li></ul>
<b>Additional info</b>	<p>More information about our clients and the way we work can be found at our website <a href="http://www.bubbleagency.com">www.bubbleagency.com</a></p>

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