

job description

Role: Finance Manager

Department: Group Services

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Your purpose here at DRPG is to ensure our financial health is robust and stable. Supporting the Head of Finance, you'll be a whiz at all things financey (technical term, we promise), so our business can thrive and kick some serious butt.

The way you roll...

Supporting the Head of Finance, you're a born leader who can support end-to-end financial operations, planning and analysis. With an eagle eye for detail and a sharp numbers-first brain, bossing our budgeting and cashflow will come easily.

A confident and effective communicator, you won't sweat mentoring your team or building relationships within the group. You're driven by wanting things to operate incredibly smoothly, so therefore have no problems speaking up and suggesting new ways of doing things. You pre-empt the ever-changing needs of the business and offer solutions to any challenge that comes your way.

How you make it all possible...

- Leading on the operational running and delivery multi-currency, multi-company, multi-country monthly and annual accounts, covering more than 25 company and department P&L's
- Leading, monitoring and supporting the day-to-day financial operations for the Group, encompassing the multiple companies and brands
- Guiding and mentoring the operational Finance team in all day-to-day activities
- Owning the foreign entity accounts for Germany and America
- Supporting budgeting and cash flow forecasting
- Tracking the Group's financial status and performance to identify areas for potential improvement
- Leading the analysis of monthly and quarterly analysis and presenting findings to the Head of Finance and any other stakeholder as required
- Managing the financial aspects of company mergers and acquisitions
- Driving the continuous improvement of end-to-end accounting practices

- Managing an end-to-end audit process of current systems while acting as the first point of contact for external auditors
- Overseeing and leading the financial transactions to include VAT and HMRC processes
- Seeking out methods for minimising financial risk and increasing compliance for the company
- Understanding and continuously keeping on top of financial regulations and legislation
- Staying up to date with technological advances and accounting software to be used for financial purposes

What's in your toolbox...

- Full accountant qualifications (CIMA, ACA, ACCA) with post-qualification experience
- Supreme organisational abilities, with mad skills in prioritising tasks
- Excellent 'bigger picture' thinking
- Cracking management and communication skills, especially when it comes to consulting with clients and team members
- Impressive ability to stay cool while working under pressure (and breathe)
- Problem solving abilities that never tire
- Fantastic experience of working with multiple interfacing finance system SAGE / XERO
- Commitment to delivering on our philosophy of 'anything's possible'
- Project accounting wizardry - we currently use Procim to manager projects.
- Super strong Excel skills

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based in our Global HQ in Hartlebury.

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.