

JOB TITLE:	Finance Manager Permanent role: PT: 4 days per week / 30 hours Office based – Clifton, Bristol
AREA:	Agency Operations
RELATIONSHIPS:	Internal: Reporting to Shareholders & Deputy Managing Director Business partner to the client delivery team Working with Office Manager External: Partner: Contracted accountancy firm Clients: Finance / Operational key contacts Suppliers: Key contact for contracts, finance departments

About us & this role:

AMBITIOUS by name & nature, our name says it all. We're an award-winning independent strategic communications, PR, & content agency rooted in the vibrant city of Bristol.

Proud to have earned recognition as a Sunday Times Best Place to Work, our brilliant team partners with clients across dynamic sectors like tech, property, healthcare, and professional services. We also work on some of Bristol's most iconic events, including the Bristol International Balloon Fiesta.

Now, we're on the hunt for an experienced Finance Manager / Controller to join us on our exciting growth journey. This role is tailor-made for someone who thrives in a fast-paced, agency environment & is ready to take ownership of our day-to-day finance operations.

When you join us, you'll be part of a culture that's as ambitious as it is supportive. We offer great benefits, invest in your career development, & believe in making work genuinely rewarding.

At AMBITIOUS, people matter most. We're committed to building a team that celebrates diverse perspectives, skills, and experiences, & we strongly encourage candidates from underrepresented groups to apply.

Key role & responsibilities:

- Ownership & management of the day-to-day finance operations & entire accounts payable & receivable functions including tax compliance, credit control, the month end process & journals including accruals & prepayments
- Produce the monthly management accounts & provide insightful analysis & monthly commentary to the management team / board
- Produce annual & quarterly forecasts & maintain cash flow
- Payroll – working with provider to implement (even better if you've got payroll experience)

- Maintain fixed asset register
- Lead the relationship with our appointed accountant – supporting the annual audit process
- Supporting business owners with planning
- Working in partnership with the Office Manager on expenses management including reviewing personal & company credit card expenses
- Working across our internal platforms including agency management software Synergist, Xero, & Microsoft 365
- Ad hoc duties to support the business

About you & your experience:

- Strong technical accounting knowledge, particularly in agency or service-led business. Experience of working with agency managing platforms like Synergist is preferred
- Qualified Accountant (ACA, ACCA, CIMA) or equivalent
- Proven ability & track record to manage & improve financial systems & processes
- Experienced with accounting software platforms like Xero
- Analytical mindset with excellent problem-solving skills
- Confident communicator with the ability to work closely with colleagues, clients & suppliers
- Keen to work in a fast-paced environment
- Professional, decisive & diligent
- Able to embrace change

What we offer:

- Competitive salary
- Profit share & performance bonuses
- Extensive benefits package including fully funded private Bupa healthcare, income protection & life cover
- Paid personal days, gifted Christmas holiday & 6 x early finishes
- Weekly team lunch & breakfast
- For more information, please view <https://www.ambitiouspr.co.uk/careers/>

The application process:

The closing date for this role is Monday 3rd February 2025

Our application & interview process will consist of the following stages:

- Submit your CV & a covering letter demonstrating your expertise & interest in the role to Lis Anderson, Director lis@ambitiouspr.co.uk
- A shortlist of applicants will be asked to attend a first stage interview - you'll be able to ask us about the role in more detail & we'll ask you about your skills, experience.
- Final stage interview - with wider members of the team. We will cover competency-based questions & scenarios.
- Unsuccessful applicants will be updated via email