

## Job Description: Finance Manager

JOB TITLE:	Finance Manager/Financial Controller Permanent role: FT or PT Flexible: 4 days per week / 30 hours Office based – Clifton, Bristol
AREA:	Agency Operations
RELATIONSHIPS:	Internal: Reporting to Managing Director & Board / Agency Owners Business partner to the client delivery team Managing Agency Operations Executive  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. We're an 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 and a PR Week Top 150 UK Agency, our brilliant team partners with clients across dynamic sectors like tech, property & built environment, professional & financial services.

We're recruiting 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 and to grow with us as part of their career ambitions.

We're looking for someone who can get to grips with our business plan and work in partnership with our team across the board. Our ideal candidate sees finance as a critical function in agency success rather than a back-office role.

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 for business KPIs
- Keep a revenue forecast up to date in real time with input from senior management
- Manage an expense budget with monthly updates provided to senior management
- Produce annual & quarterly forecasts & maintain cash flow
- Together with the MD, host commercial planning meetings with the client teams

- 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 & reporting process
- Supporting business owners with financial planning
- Keep company dashboard of key metrics up to date monthly
- Working in partnership with the Agency Operations Executive 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:**

- Skilled finance professional who enjoys working closely cross agency teams & departments
- 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 of salary up to £40,000
- Generous holiday allowance plus additional gifted Christmas holiday
- Extensive benefits package including fully funded private Bupa healthcare, income protection & life cover
- 21 paid personal hours for 'life admin'
- Enhanced policies
- Weekly team lunch & breakfast

**The application process:**

The closing date for this role is Monday 6<sup>th</sup> July 2026.

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

- Submit your CV & a covering letter demonstrating your expertise & why you're interested in the role to Laura Lear, Managing Director [careers@ambitiouspr.co.uk](mailto:careers@ambitiouspr.co.uk). Please reference your email subject header as Finance Manager
- 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