



FINANCE MANAGER JOB SPECIFICATION

Finance and Operations Department
July 2021, Tommy UK

WE ARE TOMMY, ARE YOU?

Are you a part-qualified accountant who loves to work in a creative environment? Do you have an unparalleled attention to detail and an understanding of operational nuance? Are you able to apply all the best practices of accountancy to a vibrant and buzzy advertising agency and design studio?

Founded in 2009, Tommy is an award-winning global creative agency, which develops rich digital experiences, underpinned by sophisticated technical excellence, communications strategy, and exceptional design. We work with some of the world's leading brands like Netflix, Amazon Prime Video, Adobe, TikTok, Tottenham Hotspur, Man City, COTY, and William Grant & Sons in over 60 countries around the world - Tommy is the leader in some of the most advanced digital campaigns online today.

We are looking for a Finance Manager to join our Tommy global group, handling and overseeing the monthly and annual financial management requirements of all three (currently) Tommy offices in London, LA, and Singapore. This role will be based in the London office, but will have responsibility for coordinating efforts at all three offices.

RESPONSIBILITIES

The ideal candidate is someone who is part-certified and has some experience or familiarity with agencies in the advertising and marketing industry.

Regularly you will be expected to do or oversee the following under the direction of the CFO, COO, and Senior Finance Manager:

- Monthly invoicing from all three business
- Monthly WIP reporting (in conjunction with Head of Production and team)
- PO issuances for all three sites
- Intercompany billing (monthly for project work, quarterly for core services)
- Bookkeeping for UK & LA (there is scope here to hire a bookkeeper or bookkeepers to handle entry in UK and LA; Singapore office already has a team of bookkeepers who do require some oversight)
- Income and billing statement monthly
- Management Accounts and Board Papers (monthly and end of year)
- Payments - handling payments to vendors, payroll, etc
- Support the ops team in instructing monthly payroll, pensions, etc

- Cashflow reporting
- Prepare the quarterly VAT return for UK office
- Support the COO and CFO in annual budgeting and quarterly reforecasting
- Invoice Financing - invoice data entry and regular monthly reconciliation
- Expenses - handling and processing for team
- Assist in preparing annual tax returns, supporting accountants in each country
- Advise on and migrate if/when necessary our client invoicing system to an appropriate SASS
- Work with the Senior Finance Manager (a contracted role providing continuity and guidance), the CFO, and the COO to achieve all of the above and potential other duties as required

SKILLS AND EXPERIENCE

Our new Finance Manager will score highly against the following list of skills and experiences

- The ability to self-start and work independently as well as to manage upward
- Excellent time management and communication skills
- Management experience, as there will be a need to oversee and hire bookkeepers for each office eventually
- Experience with and understanding of advertising, creative, or design agencies
- Experience with and understanding of international intercompany billing procedures
- A sense of humour and patience

GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Finance Manager, get in touch with us at work@thisistommy.com. Send your CV and portfolio along with a cover letter email explaining why you are the best person for the job.

We're committed to furthering equality and diversity in the creative industry, so we'll be especially happy to see applications from diverse or underrepresented backgrounds. Tommy believes the advertising industry should reflect the world to which it speaks.

Local applicants legally allowed to work in the UK and able to work in our London office only, please. If you're a recruiter, please don't call us. We'll call you.