



JOB DESCRIPTION

Title:	Financial Controller
Reporting to:	CFO
Basis:	Full time 35 hours per week (5 days per week)
Salary:	£50,000 - £60,000 dependent on experience
Location:	London: Somerset House – Hybrid working in the office, based 3 days in the office per week 2 days working from home.
Closing date:	Sunday 22nd May 2022

About us

This is an amazing opportunity to join an award-winning artist and project management agency at an exciting time of expansion.

Innovation, expertise, and responsiveness have been the hallmarks of HarrisonParrott ever since its foundation in 1969 when Jasper Parrott and the late Terry Harrison pioneered a new approach to artist and project management. Today, that restless and challenging spirit is as strong as ever, shared across one of the most experienced teams in the business.

We have more than 70 employees who speak a total of 11 European languages as well as Japanese, Mandarin, Cantonese, Russian and Korean. With offices in London, UK, and Munich, Germany (and with further offices proposed), we operate on a truly global scale. While our main focus is classical music, we also work with other art forms, including ballet and theatre, and have an in-house boutique agency, Polyarts, that manages artists from a wider range of music genres.

We seek people who match our pro-active drive and ambition with a can-do attitude, who are excited about playing a key role in the future of the Arts on a global scale.

Job purpose

The Financial Controller will be responsible for the company's financial reporting and manage all the company's transactions and operational finance. The role will additionally provide business partnering across the HP group of companies to help shape and drive its commercial direction and provide key support to the CFO in running the financial operations and managing the financial risks of the company and overseas offices.

Key relationships

CFO, Senior Accountant
COO & GC, Executive Chairman, Geschäftsführerein (HPD) and President (HPFR)
Directors and Associate Directors, Accounts Assistants



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Key accountabilities

Leadership

- Serve as an advisor to CFO on financial and business matters, and act as a role model and mentor to other staff within the accounts team and across the HP group
- Support CFO in driving continuous improvement in financial management, accounting, and reporting processes.
- Support execution of financial responsibilities on a weekly, monthly, and long-term basis,
- Contribute to the stewardship of a culture and ethos of financial probity
- Maintain relationships with key internal and external stakeholders, banks, auditors, and other financial advisors.
- Deputise for CFO internally and in representing the company at external meetings with IAMA and other relevant industry bodies
- Managing, mentoring, and motivating the accounts team

Business Partnering and Strategy

- Act as financial business partner with all departments to ensure they are provided with and understand relevant financial information that enables them to make sound business decisions and support the timely preparation and management of annual budgets.
- Partner with operational team heads to stimulate behaviours across the company to establish a value attitude and achieve strategic and financial objectives.
- Collaborate with CFO in financial assessment of potential major projects and other business initiatives
- Advise the CFO, COO and Board on financial strategies

Financial Accounting and Reporting

- Work with CFO in defining and implementing appropriate financial controls and policies across the HP group.
- Work with CFO to drive efficiency and oversee the maintenance of accurate and timely recording and reconciliations in finance operations
- Work with CFO to focus finance and accounting functions to allow attention on value enhancing activities
- Project manage implementation and continual improvement of all financial systems.
- Ensure the completion of bank and balance sheet reconciliations
- Lead on all aspects of the group financial reporting (including potential new offices) with special responsibility for HP Germany and HP France, timely preparation of company and group management accounts, and the effectiveness of local accounting support.
- Provide project accounting on timely preparation and reconciliation for all tours and projects
- Oversee the preparation of year-end statutory accounts in readiness for audit, ensuring that these are adequately supported by the underlying books and records of HP
- Ensure compliance with financial and taxation reporting and control requirements.



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- Preparation and submission of VAT returns
- Work with CFO to ensure adequate assessment and mitigation of risk and compliance with applicable regulatory and other statutory requirements including all necessary insurance related matters with CFO

Management Accounting and Reporting

- Maintain an overview of the financial cycle; in particular, expenditure and income patterns including budgeting/forecasting, management & monitoring, and preparing timely and comprehensive monthly management accounts
- Provide detailed variance analysis and investigations comparing results to budget/forecast on a group, company, and departmental/team level
- Collaborate with CFO in developing effective performance measures that support the company's strategic direction, benchmarking, and reviews of value for money

Client (Artist) Accounting and Reporting

- Maintain client invoices and recording details of payments received on client's account
- Maintain client cashbook records, completing bank reconciliation and investigating anomalies
- Prepare and distribute client statements
- Oversee client payments or chase for monies due from clients
- Preparation and submission of withholding tax for clients
- Manage queries related to tax/VAT

Treasury Management

- Produce cashflow statements and forecasts at group level and exercise proactive treasury management within agreed guidelines and policies
- Manage cash and liquidity at group level
- Negotiate with the bank for lines of credit or other financial services as required and appropriate.
- Preparing cashbook records, completing bank reconciliation, and investigating anomalies
- Oversee payment runs prepared by the team

Risk Management and Compliance

- Monitor and oversee appropriate risk management procedures, policies and disaster recovery procedures relating to finance operations.
- Ensure effective internal financial audits carried out regularly and reported to management. Support the Directors with ad hoc strategic financial issues.

Ad hoc

- Support all staff with ad hoc financial issues and/or tasks



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Benefits

- 25 days of paid holiday per year (pro-rated) in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- Company Pension Scheme.
- Annual ticket allowance for HarrisonParrott artist events.
- Employee Assistant Programme.
- Plus Somerset House residents benefits: I love Covent Garden Card
Northbank Privilege Card
Corporate rate at Waldorf Fitness First
Community membership rates at King's College Gyms Covent Garden Physio – Introductory rate. 10% off

Additional Information

Completed applications are to be sent to hr@harrisonparrott.co.uk before/on the closing day specified and must include your completed application form, CV and equal opportunities form.

An initial telephone interview may be possible if you are currently living outside the UK. Please note the essential requirements listed below when completing your application.

Person specification

Qualifications	Essential:	Desirable:
Educated to undergraduate degree level		✓
ACA qualified or equivalent		✓
Experience		
Management of small cross disciplinary teams	✓	
Ownership of the budgeting process	✓	
Filing of statutory accounts and other returns	✓	
Participation in a senior leadership team		✓
Professional Knowledge		
Knowledge of contractual negotiation and management		✓
Knowledge of audit process	✓	



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Knowledge of budget management	✓	
Knowledge of VAT	✓	
Knowledge of Tax		✓
Skills		
Ability to communicate financial issues to non-financial people	✓	
Independent decision-making skills	✓	
Ability to working with and influence others	✓	
Flexibility and problem-solving ability	✓	
Can consistently practice collective responsibility	✓	
Networking and business development skills		✓
Professional Development		
Evidence of keeping up to date with relevant training	✓	
Commitment to further appropriate training	✓	
Personal Attributes		
Excellent interpersonal skills	✓	
Resilient and ability to work to deadlines	✓	
Sufficient gravitas to influence strategy and policy	✓	
Proactive pleasant, friendly manner	✓	
Good Team player	✓	
Ability to initiate and manage change effectively	✓	