

# Job Description

## About Premier

Premier is the UK's Christian Media Mission Agency. We exist to help people encounter God through media and experience renewal.

Ultimately, we believe encountering God transforms us into the image of Christ, which is the destiny of all believers. We want to catalyse renewal in the nation through renewal in the Church, by the renewal of individuals transformed into the likeness of Christ.

## Premier's Approach

We aim to lead people to an encounter with God through thoughtful content, accessible distribution, and effective communication strategies. Our content is rooted in Biblical truth and serves Christians from all backgrounds, addressing real-life issues head-on. We ensure quality delivery by using the best technology and the most convenient platforms, supported by impactful campaigns and strong brands designed to engage our audience.

Our decision-making process begins with listening - to the Holy Spirit, our audience, and each other - and is guided by wisdom, strategy, data, and God's word. We focus on what bears fruit, pruning what does not, and rely on a talented team of employees, advisers, and partners working together.

Through a dual transformation approach, we strive to both maximise and enhance our current work, while actively exploring new ways to innovate for the future.

## Premier's Culture

Ultimately, our culture is shaped by our Christian ethos and our role as a media organisation. When we use our values to make decisions, we make a deliberate choice to focus on what is important to us.

When our culture is embodied in our actions, it creates the environment for success, sets the tone for our organisation and helps to provide the best experience to those we serve.

## Premier people are ...

- Honest:** We tell the truth, admit mistakes and share credit
- Loving:** We serve, look after, forgive and encourage one another
- Excellent:** We create top quality work and strive to get things right
- Creative:** We find innovative ways to achieve our mission and solve problems
- Dynamic:** We adapt quickly to changing circumstances



|                          |                                                         |
|--------------------------|---------------------------------------------------------|
| <b>Job Title:</b>        | Financial Controller                                    |
| <b>Department, Team:</b> | Finance                                                 |
| <b>Location:</b>         | Hybrid (Home and 2 days each week in the London office) |
| <b>Contract type:</b>    | Permanent                                               |
| <b>Working hours:</b>    | Full-time - Standard hours: 9.15am – 5.15pm             |
| <b>Reporting to:</b>     | Director of Finance                                     |

## Purpose of the role

The role of the Financial Controller is to effectively and efficiently manage and improve the day-to-day operations of Premier's finance functions including processing, data imports, system operations, controls and reporting. The Financial Controller is accountable for the smooth day-to-day running of finance operations, resolving routine matters directly and escalating material issues and risks, enabling the Director of Finance to focus on finance strategy and business growth.

- Lead the Finance function and take responsibility for the day-to-day management of Premier's accounting systems so that they are effective and financial information is up to date and accurate.
- Contribute to the successful operation of the Finance department by being responsible for the provision of high quality, timely and accurate consolidated financial management information to senior management and budget holders.
- Lead on improving and automating processes so that less time is spent on the manual processing of data and more time on 'value-add' reporting and analysis

## Role Overview

1. Day-to-day management of the Finance Team
2. Oversee and supervise all accounting functions
3. Oversee the accounting system (implicit) so that it runs efficiently, identify improvements and manage the resolution of any issues
4. Prepare the draft monthly management accounts and reports to the timetable and deadlines
5. Provide information, analysis and operating reports to department heads, budget holders and colleagues
6. Support the preparation and input of the annual budget and periodic forecasts
7. Responsible for the smooth running of the annual audit
8. Responsible for the preparation and submission of statutory and other returns
9. Identify areas for improvements in operational and user efficiency
10. Deputise for the Director of Finance as appropriate

## Duties and Responsibilities

### 1. Day-to-day management of the Finance Team

- Provide line management to the following roles:
  - Purchase Ledger Executives x2
  - Reconciliations and Payroll Accountant
  - Sales Ledger Executive
  - Other employees and contractors as required
- Ensure the Finance team is working well together towards agreed monthly timetable and deadlines.
- Meet regularly with each member of the team to review their work priorities, performance and any professional development needs.
- Own the team's monthly priorities, workload and performance day-to-day, reviewing development plans and any significant people matters with the Director of Finance periodically.

### 2. Oversee and supervise all accounting operations

- Overall responsibility for data imports and systems, including donations, purchase orders and invoices, credit cards, bank, payroll, control accounts, reconciliations, purchase and sales ledgers, accruals and prepayments.
- Provide operational management and expertise of the finance system (iplicit) and purchase ledger processes, proactively addressing any issues

### 3. Oversee the Finance system (iplicit ) so that it runs efficiently, identifying improvements and managing the resolution of issues

- Identify improvements and resolve iplicit issues, overseeing support tickets to resolution. Escalate issues with material financial, control or delivery impact to the Director of Finance.
- Manage iplicit operations and user management on a day-to-day basis and act as the team's first point of contact for any issues
- With the team and Director of Finance, identify areas for improvement that are causing errors or inefficient working
- Attend iplicit update meetings and webinars
- Lead the training of Premier staff on the use of iplicit

### 4. Prepare the draft monthly and year end management accounts packs and cashflow reports

- Prepare draft monthly consolidated management account reports by the tenth working day of the month, for review with the Director of Finance, preparing analysis of accounts. Ensuring accurate and timely reporting to the CEO, SMT and Trustees.
- Ensure that data is correctly coded, posted and reconciled.
- Prepare the weekly and monthly cash flow reports on time, reporting and reconciling key cashflows and investigating variances.
- Monitor expenditure for value for money with colleagues and identify cost savings and efficiencies.
- Ensure that the balance sheet control accounts are completed and are reconciled each month.

## 5. Provide information, analysis and operating reports

- Partner and provide monthly and ad hoc reports and analysis, highlighting and explaining costs, contribution and variances to budget holders and colleagues.

## 6. Support the preparation and input of the annual budget and periodic forecasts

- Run the budget and forecast process mechanics: own the timetable, templates and implicit setup, consolidate budget holder submissions, and provide first-pass analysis of income, costs and trends - supporting the Director of Finance, who retains ownership of strategic budget targets and executive alignment.

## 7. Responsible for the smooth running of the annual audit

- Lead the annual audit end to end: plan and deliver pre-audit schedules, manage day-to-day auditor liaison and information flow, and resolve queries directly, involving the Director of Finance on key judgement areas and statutory sign-off only.

## 8. Responsible for the preparation and submission of statutory and other returns

- Prepare information for and submit statutory, regulatory and industry returns (e.g. Ofcom, PRS, PPL) as required, ensuring the returns are complete, accurate and completed on time.

## 9. Identify areas for improvements in operational and user efficiency

- Identify areas for greater efficiency, including the automation of reporting and processes.
- Identify and implement practical automation of manual processes and reporting (including AI tools where appropriate), prioritising changes that free-up team capacity for analysis

## 10. Deputise for Director of Finance as appropriate

- Deputise for the Director of Finance to cover absences and for career development as appropriate

**Note:** This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements at any time after discussion with the postholder.

# Person Specification

## Qualifications and experience

| Essential:                                                                                                                                                                                                                                                                                                                                                                                            | Desirable:                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• ACA, ACCA or CIMA qualified accountant</li> </ul>                                                                                                                                                                                                                                                                                                            |                                                                                                       |
| <ul style="list-style-type: none"> <li>• Proven experience of running month-end and day-to-day finance operations autonomously, with sound judgement on when to resolve issues directly and when to escalate.</li> </ul>                                                                                                                                                                              |                                                                                                       |
| <ul style="list-style-type: none"> <li>• Proven experience of compiling and preparing draft full monthly accounts and balance sheet reconciliations to timetable and deadlines</li> <li>• Experience of preparing weekly and monthly cashflow reports and analysis.</li> <li>• Experience of preparing detailed budgets</li> <li>• Excellent knowledge of double entry and reconciliations</li> </ul> |                                                                                                       |
| <ul style="list-style-type: none"> <li>• Business Partnering experience, including engaging with senior stakeholders.</li> <li>• Proven experience of reporting to internal budget holders including variance analysis and reporting.</li> </ul>                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Experience of working in a fast-paced environment</li> </ul> |
| <ul style="list-style-type: none"> <li>• Experience managing a finance department on a day-to-day basis, including managing the monthly timetable for self and the team.</li> <li>• Experience of managing and developing staff.</li> </ul>                                                                                                                                                           |                                                                                                       |
| <ul style="list-style-type: none"> <li>• Experience of importing and reconciliation to external databases</li> </ul>                                                                                                                                                                                                                                                                                  |                                                                                                       |
| <ul style="list-style-type: none"> <li>• Experience of leading process improvements and the automation of data flows, particularly in Purchase Ledger</li> </ul>                                                                                                                                                                                                                                      |                                                                                                       |

## Skills and abilities

| Essential:                                                                                                                                                                                 | Desirable: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ul style="list-style-type: none"> <li>• Ability to quickly learn new accounting systems and processes</li> </ul>                                                                          |            |
| <ul style="list-style-type: none"> <li>• Ability to identify improvements to systems and processes and to implement changes to them</li> </ul>                                             |            |
| <ul style="list-style-type: none"> <li>• Strong Excel skills</li> </ul>                                                                                                                    |            |
| <ul style="list-style-type: none"> <li>• Attention to detail and excellent organisational skills with the ability to manage time, meet deadlines and prioritise multiple tasks.</li> </ul> |            |
| <ul style="list-style-type: none"> <li>• Curiosity and the ability to interpret commercial data and accounts</li> </ul>                                                                    |            |
| <ul style="list-style-type: none"> <li>• Solution focused approach and a team player who can motivate themselves and others</li> </ul>                                                     |            |
| <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> </ul>                                                                                     |            |
| <ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> </ul>                                                                                                            |            |

## Other requirements

- The post-holder must demonstrate a commitment to Premier's mission to help people encounter God through media.
- The post-holder will work in a Christian context and will deal with Christian organisations and ministries for most of the time; therefore, it will be necessary for the post-holder to have a personal relationship with God.
- You will need a good understanding of the Christian community and personal understanding and experience of the Christian faith to enhance your effectiveness in the role.
- Premier staff are required to regularly attend all-staff meetings and devotions where we share what God is doing through Premier and spend time praying for our work.
- Premier's Hybrid working approach allows staff on 'hybrid' contracts, by agreement with their line manager, to split their working time between their home and Premier's offices. The amount of time working in each location will be based on the requirements of the role. There are a number of occasions each year when all staff are required to meet in person e.g. Summer and Christmas gatherings.



Make a **Premier**  
lasting Impact

