



FINANCE MANAGER

JOB DESCRIPTION

Term	Initial 12 months fixed term
Fee	2 days a week, £19,200 per annum (£48k FTE)
Pension	3% employee pension contribution
Annual Leave	20 days paid holiday (pro-rata) and paid bank holidays. The studio is closed between Christmas and New Years day, this is additional paid leave.
Location	Mix of remote working + some days working at the London studio at 96 Teesdale Street, Bethnal Green, London, E2 6PU.
Reports to	Executive Producer

Summary

ANAGRAM is an award-winning creative studio specialising in thought-provoking interactive storytelling and immersive experience design.

The Role

The Finance Manager is responsible for the management of the company-wide finances across a range of projects and core running of the company. They will work closely with the Executive Producer and CEO, as well as the studio and project producers.

Key Responsibilities

The Finance Manager's responsibilities include, but are not limited to:

1. Financial Management

- 1.1. Oversee financial management of the company, including direct management of processes incl. purchase invoices, sales, credit/bank card reconciliations and expenses reconciliations.
- 1.2. Oversee financial management and relevant transfers, set-up and closures of SPVs in line with company activity
- 1.3. Prepare the annual budget with the CEO and Executive Producer
- 1.4. Prepare quarterly management accounts with cash flow forecasts
- 1.5. Schedule monthly finance meetings with the CEO and Executive Producer
- 1.6. Create and maintain annual and multi-year budgets, including Company Budget and Management Accounts, ensuring expenditure is tightly controlled, and savings are made where possible.
- 1.7. Support the Executive Producer in developing a robust reserves policy
- 1.8. Preparing project budgets, with Project Directors and Producers
- 1.9. Setting up budget tracking systems for freelancers
- 1.10. Managing the reconciliation of project budgets and monitoring expenditure by the wider team
- 1.11. Support the Company develop new financial systems and practices in line with their growing portfolio and business development
- 1.12. Processing invoices and payroll, ensuring that all payments are processed in a timely manner

ANAGRAM

- 1.13. Ensuring appropriate and up to date financial risk management (policies, procedures, controls) are embedded throughout the company at strategic and operational levels
- 1.14. Ensuring the safety and security of the organisation's assets
- 1.15. Managing grant and commission financial reporting and claims
- 1.16. Manage all internal record keeping and online finance systems (Xero) with the Bookkeeper
- 1.17. Managing the bookkeeper in the preparation of VAT returns, the annual report and year end accounts; acting as the main contact with the auditors

2. Tax Credit Claims

- 2.1. Closely monitoring pre-production, running and get-out budgets and preparing financial reports for the submission of Tax Credit claims
- 2.2. Lead on HMRC follow ups to process the claims in a timely manner
- 2.3. With the Executive Producer, manage the process of partner recoupments on necessary projects

3. Strategic Planning

- 3.1. Lead on developing budgets for prospective projects
- 3.2. Supporting the CEO and Executive Producer in strategic planning and business development
- 3.3. Preparing multi-year budgets and undertaking forecasting, with the Executive Producer, to inform the delivery of the strategy

4. Operations and HR

- 4.1. Support Executive Producer in creating new company policies and ensuring they, are up-to-date in line with UK law and implemented across the company, including IR35
- 4.2. Support recruitment processes through distribution of job vacancies and management of interview process
- 4.3. Support the Executive Producer in carrying out data audits
- 4.4. Support the creation and implementation of relevant company policies
- 4.5. Support Executive Producer in issuing contracts and preparing relevant DBS applications on behalf of the company
- 4.6. Ensure Anagram is appropriately insured for all projects and core activity and overheads

Skills required

- At least 5-years' experience of working in financial or management reporting in a similar role and sized organisation with comparable responsibilities and targets.
- Demonstrable knowledge of Google Workspace, Xero and other similar accounting software, with intermediate Excel skills or higher
- Excellent communication skills at all levels and experience of working closely with budget holders and non-finance stakeholders
- Thorough, accurate, proactive and a keen eye for detail.
- Able to identify solutions and with the support of the Executive Producer, and able to lead and implement company-wide improvements and efficiencies.
- Responsive to competing needs in a fast-paced organisation, able to prioritise and meet deadlines.

ANAGRAM

Inclusivity

ANAGRAM often make work that is politically relevant; we ask questions and offer fresh perspectives on the ambiguities and implicit power structures that permeate our contemporary world. We believe that a diverse and inclusive approach to building our teams is absolutely essential to the task of making this work.

We actively want our team to continue to be diverse and so we welcome applications from those less represented in the sector.

How to Apply

To apply, please send us a **cover letter** (including two references) and a copy of your **CV**.

Send your application to hello@weareanagram.co.uk

Deadline for applications: Thursday 23rd February, 11:59 PM
Applicants informed: Friday 24th February
Interviews: Tuesday 28th February
Start date: asap

About Anagram

ANAGRAM is an award-winning creative studio specialising in thought-provoking interactive storytelling and immersive experience design, founded by May Abdalla and Amy Rose. From meticulously designed theatrical sets to ancient buildings to just anywhere outside in the wild - each piece gets you entangled with a place. With a background in documentary film, animation and interactive game design, the studio specialises in exploiting the most recent advances in immersive technologies - including VR, AR and other XR tools.

Our work [Door Into The Dark](#) (2015) was our debut into the immersive arena. Our more recent works include [Goliath: Playing with Reality](#) (2021), [Messages to a Post Human Earth](#) (2021), [A Face to Open Doors](#) (2020) and [The Collider](#) (2019).

Emmy-nominated, we are winners of the Grand Jury Prize for Best VR Work at the 2021 Venice International Film Festival. Anagram have previously been awarded the 2015 Tribeca Film Festival Storyscapes Award, the 2019 Sandbox Immersive Art Award, part of the Best VR in 2019 at the Venice International Film Festival. Anagram were named in the Createch 100 ones to watch for 2020 by the Creative Industries Council and selected twice for Columbia University's Digital Dozen Breakthroughs in Digital Storytelling (in 2015 and 2019).

weareanagram.co.uk @weareanagram