

JOB DESCRIPTION

Transactions Manager (Maternity Cover), Finance and Legal Team- 9-Month Fixed Term Contract

CONTEXT

Everyone TV runs the UK's free-to-view TV platforms – Freeview, Freesat, and now Freely.

Freeview is the UK's largest TV platform, watched in over 15 million homes. Freeview Play, our live and on demand TV service, is used on five million devices. Freesat serves 1.0 million homes carrying over 170 channels and offering linear TV over satellite and on demand content over the internet.

We're also leading free TV's evolution for a streaming age through the creation of our new Freely service which launched on smart TVs in 2024, bringing aggregated live channels and free on-demand content to UK viewers over the internet for the first time.

Everyone TV is a joint venture which is owned and supported by the UK's leading public service broadcasters (PSBs) - BBC, ITV, Channel 4 and Channel 5. We are not-for-profit and funded directly by our Members, and revenues from a range of commercial activities.

Our mission is to champion free TV for all. We're passionate about bringing together great TV in one place, for free, for the nation. Working in partnership with the PSBs and many other industry players, we are focused on offering the best free TV experience to UK viewers across terrestrial TV, satellite TV and increasingly internet TV, ensuring that free TV – with public service broadcasting at its heart – remains as strong and vibrant in the future as it has been to date.

THE WAY WE WORK

Ambitious – We aim high. We are determined and ambitious about our work, always delivering the very best for our viewers.

Collaborative – We achieve together. We create strong partnerships based on trust and respect.

Supportive – We grow together. We learn from each other, and we invest in people's wellbeing and development.

ABOUT THE ROLE

Reporting into the Head of Finance, the Transactions Manager will be responsible for the management of the Accounts Payable and Accounts Receivable functions within the business, as well as the day-to-day management of cash.

This role will require the individual to raise sales invoices and manage the businesses aged debtors' profile, ensuring the timely collection of income.

The Transactions Manager will also manage an Accounts Assistant to ensure prompt and accurate processing of invoices, expenses and monthly payment runs.

RESPONSIBILITIES

Accounts Payable

- Management of Accounts Payable function.
- Line manager duties in respect of Accounts Assistant.
- Ensure accurate and timely processing of supplier invoices.
- Ensure credit card transactions are reconciled and posted each month.
- Ensure supplier inbox is reviewed and queries responded to in timely manner.
- Management and coordination of all supplier and expenses payment runs.

Accounts Receivable

- Management of Accounts Receivable function.
- Raise timely and accurate invoices to Shareholders, including obtaining PO numbers in advance of billing.
- Proactive management of debtors' balance to ensure timely collection of income.

Cash

- Day-to-day management of businesses liquidity and working capital.
- Manage cash flow process, including weekly reconciliation of cash.
- Forecast cash position throughout the year and track working capital accordingly.
- Month-end reconciliation of cash balance to general ledger.
- Ensure supplier inbox is reviewed and queries responded to in timely manner.
- Management and coordination of all supplier and expenses payment runs.
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Other Duties as required

- Completion of VAT returns.
- Audit support as required.
- Ad hoc requests from Head of Finance and/or Finance Director.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A minimum of 5 years' experience working within Accounts Payable and Accounts Receivable functions.
- Line Manager experience preferred.
- Ability to prioritise and plan activities for self and Accounts Assistant.
- Ability to communicate with non-finance staff.
- Ability to work effectively under pressure and deliver results to tight deadlines.
- Ability to work both independently and within a team environment.
- Excellent numerical and analytical skills.
- Experience in MS Excel and other core MS office packages.

PERSONAL ATTRIBUTES

- Collaborative team player and able to build and maintain effective working relationships.
- Well organised, responsive, with exceptional attention to detail.
- Proactive and action orientated as well as solution driven.
- Self-motivated, confident person able to work autonomously and as part of a team.
- Resilient, able to multitask and deal with conflicting demands.
- Shows initiative and flexibility.
- Embraces and promotes a diverse working culture.
- Aware of own development needs and relishes the opportunity to expand the breadth of their skills and knowledge.

LOCATION

The role is based in Everyone TV's central London offices, at the South Bank.

We are a flexible working employer and the company currently works a hybrid pattern.