

Role profile:

Senior Finance Executive



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

This role will be located at our [Union](#) office in the heart of Manchester City Centre. With the exciting opportunity to support and engage with multiple business areas.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work with us and shape your world..



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Senior Finance Executive (Overheads)

Salary: £26,500 - £30,500

Job purpose:

As a Senior Finance Executive, you'll find yourself working with a team of talented people who are committed to driving financial improvement, scalability, and customer experience. As part of the Overheads team, the role will be varied, supporting the Overhead Management Accountant and the wider Finance team to ensure that overheads are accounted for accurately and that financial results are communicated to the wider business in a timely manner.

What will you be doing:

- Preparing and posting monthly P&L journals for group including payroll, core costs and recharges
- Preparation of Balance sheet reconciliations including regular and ad hoc adjustments
- Preparation of monthly actuals, posting of overheads accruals and prepayments where necessary, including liaison with key budget holders.
- Producing high quality overheads/payroll reporting on a monthly basis, with valuable variance analysis against budgets and forecast.
- Raising recharge invoices and managing resulting queries
- Assist with quarterly overhead cash forecast variance analysis.
- Reconciliation of HMRC portal, payment of monthly liabilities and investigating discrepancies
- Preparation and update of audit documentation in preparation for year end audit
- Preparation of monthly headcount and payroll information for inclusion in KPI reporting for Group Operating Board
- Update and maintain working of the Share Incentive Plan for all colleagues.
- Working with Payroll team to communicate outcome of Share Incentive Plans and coordinate any queries and cash-out payments that may result.



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- Liaison with Payroll Coordinator on a regular basis, sharing best practice across the Finance and People & Talent teams.
- Preparation and posting of company credit card (Soldo) monthly payments for all companies, including production of monthly spend report.
- Assisting with the annual budget setting, and quarterly reforecasting for overheads.
- Working with Property Management and Service Charge Accountants on areas of shared responsibility, to ensure best practices across the Finance function.

What we're looking for:

- A part qualified accountant with practical experience of core accounting.
- Payroll experience preferable but a high level of understanding with regards to the sensitive and confidential nature of the role.
- Good Microsoft Office skills, particularly Excel (lookup formulas a must).
- Organised and detail oriented with a high tolerance a rapidly changing environment. You must have a 'can-do' attitude and be able to step up to the challenges of working in a fast paced, dynamic and developing business.
- Good communication skills with an ability to work with different teams across the business.
- Change agent - you are a positive influencer of change for the good of the business and you are highly adaptable and positive about change.
- Credible expert - earning respect in the business through capability, authenticity and being brilliant to work with.

Benefits of working with us

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Ways of Working

- We understand the importance of work-life balance, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **25 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

- **Employee Assistance Programme** - 24/7 access to mental health, legal & financial support, including counselling
- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices
- **Wellbeing app** which rewards you financially for daily habits. You can spend this on everyday essentials, treats or even donate to good causes



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**
- **Work Shadowing**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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