**Project Accountant**

[Creative UK](https://www.wearecreative.uk/) is the independent network for the UK’s Creative Industries, we champion, connect, support and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

**We have an opportunity for a Project Finance Business Partner to play a pivotal role in delivering financial clarity and insight across our national creative programmes. This role will partner with delivery teams, guide financial strategy, and contribute to shaping the UK's vibrant creative industries.**

Our specialist Programmes offer skills development, business support and investment opportunities to businesses and freelancers working across the UK creative sector.

The **Project Finance Business Partner** will provide support to the Senior Finance Manager. You will be strategically focused on providing financial insight and guidance from a commercial viewpoint. Acting as a Finance Business Partner for our regional and national funded Programmes, you will support the team with project financials, updating financial forecasts, identifying and measuring key success drivers and risks, project-managing programme budgets, and reporting financial performance against budget/ target.

This role is an integral member of a small yet highly motivated and fast-paced Finance team, working alongside wider business support & creative teams and contributing to all areas of the business. You will be provided with training for Xledger cloud accounting software, our primary platform for financial reporting.

This is a development opportunity for a financial professional to business partner with creative talent, leading on project budgeting, forecasting & reporting, supporting audits, developing stakeholder relationships, and to build knowledge across the UK’s Creative Industries. The ideal candidate must be CIMA part or fully qualified, or QBE, and available to commence appointment from 3rd November 2025.

**LOCATION\*:** UK wide, preference for Bristol or Manchester. Hybrid and remote working options.

**SALARY**: £37,000 to £42,000 FTE + benefits dependent upon experience

**CONTRACT**: Permanent contract, Full or Part-time MIN 4 days per week

**REPORTS TO**: Senior Finance Manager

**TO APPLY**: Email your CV, cover letter *(cover letter may be replaced with a 1-2-minute video link\*)* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by midday 9th September 2025. Please complete our anonymous diversity and inclusion survey. First interviews will take place via Teams video calls w/c 15th September 2025, with final interviews w/c 29th September 2025.

*\* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

**KEY AREAS OF RESPONSIBILITY**

Business Partnering

* Build close working relationships with Programme delivery teams to foster open communication and ensure success of business support programmes and optimising contribution from programme activities.
* Work with programme teams to ensure expenditure remains in line with budgets through monthly forecast review meetings with Programme Managers including review of actual spend information, associated variance analysis, and reforecasting.
* Ensure Senior Finance Manager is kept updated regarding key variances to budget & forecast and other significant matters.
* Support the Senior Finance Manager to produce proposals, tenders & bids for new projects. Conduct scenario analysis & budget planning. Review programme budgets & contracts from a financial perspective – finding the balance between competitiveness and maximising company contribution.
* Facilitate joined up activity across Business Areas by sharing budget and forecast information with other teams e.g. share programmes marketing budgets with MarComms Director to enable collaboration across the organisation.
* Attend and contribute to company meetings to assist collaboration between teams and ensure a joined-up approach to all company events and activities.

Management Reporting

* Prepare, review and analyse information used for management, forecasting, control and monitoring.
* Prepare and post journals relating to programme income and expenditure.
* Develop and analyse various income and expenditure scenarios and generate accurate forecasts to assist in sound management decision-making.
* Support with the production of accurate and timely information, including variance analysis and commentary, for quarterly internal and Board reporting.
* Provide proactive support with cash-flow forecasting and management, identifying potential challenges and suggesting solutions.

External Reporting

* Ensure all external reports are delivered and submitted on a timely basis in accordance with funder requirements
* Review evidence requests from relevant regulatory bodies and provide guidance, support and information required in the preparation of project audits.

Audit

* Support the Finance team during the year-end auditing process, ensuring all required information is accurate and delivered to the auditors on time.

Budgeting

* Support with the production of annual and strategic growth budgets for the group.
* Consult with teams and project managers to plan and develop detailed programme and departmental budgets annually.

Other Activities

* Conduct continuous reviews of working accounting practices and processes to ensure efficient and cost-effective operations within the Finance function.
* To undertake any other reasonable activities as directed by Senior Finance Manager.

**PERSON SPECIFICATION**

**Technical:**

* CIMA qualified or part-qualified, or equivalent qualification, or qualified by experience
* Strong financial modelling and Excel skills
* Experience in project accounting, budgeting and forecasting
* Demonstrated skills in commercial finance business partnering and building relationships with non-finance colleagues.
* An understanding of technical financial management information systems and processes
* Highly IT literate, skilled in operating and learning new systems, takes a proactive approach to problem solving

**Personal**:

* Excellent verbal and written communication skills, a confident communicator.
* Ability to build excellent working relationships with colleagues across different functions and at all levels across the business
* Initiative and a willingness to learn and develop, with a flexible approach to the role and proactive problem-solving skills.
* Highly organised, self-motivated and efficient, with the personal drive to complete multiple tasks to required timescales and standards
* Excellent time management skills and demonstrable experience in working to tight deadlines
* Strong attention to detail and the ability to provide accurate information on a timely basis.
* Demonstrated skills in financial reporting, analysis and interpretation of financial information.
* Good interpersonal skills, a strong team player and ability to be a proactive Project Finance Business Partner
* Desirable: experience working with public and private sector funding

**OUR CULTURE**

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

* We join the dots; collaboration is in our DNA​
* We support and empower; we are here to make a difference​
* We are curious, open & honest​
* We celebrate difference & value equality of opportunity

**THE PACKAGE**

* 35 hour working week FTE
* Flexible/ hybrid, condensed working options
* Pension enrolment 5% employer contribution from 3 months service
* Cycle 2 Work scheme, in partnership with Halfords
* Tailored benefits from 1 years service
* Benefits hub, discounts across a broad range of partners
* Employee Assistance Programme, BUPA
* Mental Health Day, a paid day off work per annum to focus on activities which help you to

alleviate stress

* Summer Fridays, finish at 3pm every Friday throughout July & August
* Your birthday off as paid leave, extra days off over the annual festive period
* Paid volunteer day per year to give something back to the community

*We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.*