

Job Title: Senior Management Accountant

Location: London/Remote Hybrid

Salary: £45,000 to £50,000 pa (plus benefits)

Length of Contract: 12 month fixed term contract (with the possibility to extend)

Company Profile

The [BPI](#) champions the UK's recorded music community, safeguarding the rights of its members and of the artists, performers and label members of collecting body [PPL](#). The BPI's membership consists of well over 500 independent labels and the UK's three 'majors' – Universal Music UK, Sony Music Entertainment UK and Warner Music UK. Its total membership taken together accounts for around 85 per cent of legitimate domestic music consumption and 1 in 10 streams around the world.

The BPI promotes British music at home and overseas through its trade missions, the [Music Exports Growth Scheme](#) and [The BRIT Awards](#), which it owns and organises. It administers [The BRIT Certified Platinum, Gold and Silver Awards Programme](#), co-owns the [Official Charts Company](#) with ERA, and is home to [The Mercury Prize](#). The BPI encourages and supports innovation and technology, and additionally provides insights, training and networking with its extensive free masterclasses, networking events, *Insight Sessions* and reports alongside its communications and public affairs work.

The BPI is committed to [diversity, equity and inclusion](#). In support of this, the BPI is working closely with its members and industry partners, as well as its [Equity and Justice Advisory Group \(EJAG\)](#). The BPI's community engagement, focussed on education & wellbeing through the power of music, is directed through [The BRIT Trust](#).

The BPI is values led in all the work it does. At the BPI we are Championing, Collaborative, Accountable and Trailblazing.

www.bpi.co.uk

The Opportunity/Job Description

An exciting opportunity to join the BPI Finance Team for a maternity cover contract (12 months with possibility to extend) as a Senior Management Accountant, reporting into the Financial Controller.

We are looking for candidates to start from mid-February 2025.

Key Responsibilities

- Production of Monthly Management Accounts including follow up discussions with budget holders
- Ledger, Control Account and Stock Reconciliations and resolutions
- Monthly actual vs budget and actual vs forecast variance analysis
- Reviewing journals
- Reviewing and submission of quarterly VAT returns
- Transactional duties to support the Finance Assistant and approval of Purchase Orders in line with delegated authority limits
- Key contact during audit and responsible for provision of requested information
- Ad-hoc analysis for Financial Controller and Chief Operating Officer
- Management of annual budgeting and reforecasting process including discussions with budget holders
- Assist the Financial Controller in overseeing adherence of general accounting procedures and financial controls within the business.
- Co-management of the Finance Assistant
- Financial Due Diligence

Ideal Experience

- Part qualified (ACA, ACCA or CIMA) or demonstrably 'qualified by experience'
- Experience in a similar role
- Xero, Approval Max and Expense In experience (not essential but an advantage)

Key Skills and Competencies

- Advanced Microsoft Excel Skills (Pivot Tables and Advanced Formulas)
- Proficient with Microsoft Office Suite and confident learning new software and systems
- Strong time management skills and ability to ensure month end process, budget and forecast timetables are adhered to companywide
- The ability to deliver effectively on key priorities and deliver work and output to high standards.
- A commitment to inclusivity both in your approach to management and working with team members

The BPI welcomes applications from suitably qualified candidates of all social backgrounds, including across all genders, ethnicities, sexual orientations, and those who identify as Deaf, disabled or from neurodiverse backgrounds.

Salary and Benefits

- Salary of £45,000 - £50,000 pa depending on experience.
- Three days of personal volunteering time per annum.
- Private Medical Insurance.
- Permanent Health Insurance.
- Life insurance.
- A hybrid work environment with flexible working policies.
- 25 days annual leave plus bank holidays.

Equal Opportunities & Diversity

The BPI is an equal opportunity employer and any decision to appoint will be made solely based on candidate merit and business need.

The BPI is proud to be a Living Wage employer.

We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political belief. We believe that representation matters, and we are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to candidates from Black, Asian or ethnic minority backgrounds; members of the LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent.

We welcome applications from Deaf and disabled people. If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying. Reasonable adjustments we can make include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

Application Process

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will comprise a minimum of four and maximum of five stages. After each stage, we will contact you as

soon as possible to inform let you know if you will be progressing to the next stage.

The closing date for applications is 10th January 2025

Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 [here](#). These will be considered on a name blind basis by our recruiters. Following your application, you may be invited to a pre-screening call with our recruiters. Calls will take place on a rolling basis between 7th January - 13th January.

Stage 2

- 45-minute virtual interview with Finance Manager and Financial Controller to be held the week commencing 13th January. Interviews can be scheduled flexibly if needed.

Stage 3

- A strategic and/or practical task to be prepared in advance will be set for stage 3 candidates around month end procedures.
- 60-minute in-person interview with the Financial Controller and Chief Operating Officer to be held the week of 20th – 27th January, part of which will be to discuss the prepared task.

Stage 4

- Employment offer, subject to reference