

Publica

FINANCE AND OPERATIONS MANAGER

About Publica

Publica is a research and urban design practice that works at a variety of scales, from the detailed design of a single street to setting the vision and strategy for an entire district. We are an ambitious and energetic company that advises local authorities, landowners, developers, architects and community organisations, both in London and abroad. Our projects are driven by rigorous analysis of place and context, combining active, in-depth fieldwork and documentation with an ongoing study of international best practice.

The team

Publica's team has detailed knowledge and understanding of urban conditions, coupled with a high level of technical expertise in the fields of public realm and urban design, strategic planning, research, film production, communications and graphic design. We place great emphasis on good design at all scales and on producing engaging, informative and accessible communications material as an integral part of our project, in the dissemination of our research and to advocate for a holistic, evidence-based approach to urban growth.

The position

Publica is seeking to appoint a proactive and ambitious Finance and Operations Manager to take on a diverse role helping to ensure stable financial management and growth within the company. The ideal candidate would be a commercially minded professional who is willing to support and grow the administrative aspects of the business and to assist with the development of procedures, ensuring rigorous financial management of project fees and budgets alongside the Project Directors and Executive team.

This is an exciting opportunity for someone that is self-motivated, able to work autonomously and wants to influence the key decision makers and offers the opportunity for an entrepreneurial candidate. The role will report directly to the Executive Team and would suit a qualified accountant looking for a wide-ranging operational role in a respected and dynamic practice.

Key responsibilities:

- Preparing the monthly management accounts
- Attending weekly finance meetings with the Directors of the business and reporting on financial performance
- Liaising with external bookkeepers and managing monthly finances
- Preparing sales invoices
- Making authorised payments to suppliers, sub consultants, and HMRC
- Liaising with external payroll providers and managing payments each month
- Cash flow forecasting & reporting
- Preparation for the annual budget and recurrent forecasting
- Administration and managing renewals of business insurances
- Supporting new employee contracts
- Responsible for premises and lease negotiations

- Supporting the Project Directors in relation to project administration, including agreeing fees, t&cs and drawdown schedules where required
- Supplying consultants with contracts and agreeing fee drawdowns
- Maintaining and tracking project costs and consultant fees

Full job description available on request.

Experience & requirements

- 3 years of accounting and business experience
- Experience of project accounting (desirable)
- Excellent MS Excel skills
- Attention to detail
- Excellent communication/ administrative skills
- Ability to build rapport quickly with all staff members
- SME background would be preferred
- 1 month notice (desirable)

Benefits

- Remote work up to 2 days per week
- Enhanced pension scheme
- Employee Share Scheme
- Holiday accrual above statutory amount
- Training courses
- Staff and Senior Management Away Days

For full list, please enquire directly with the recruitment team.

Contract duration and salary

Permanent, part time or full time position available. Salary negotiable based on experience.

Applications

CV and cover letter (PDF format) to recruitment@publica.co.uk stating Finance Manager application in the subject line. Applications close on 04th August 2022.

EDI Statement

We are a small company that recognises the importance of diversity within our team.

Understanding and representing different perspectives and ways of experiencing our urban environments is critical to our work. As Jane Jacobs succinctly put it, 'cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.'

We have an inclusive, family-friendly, equitable culture with flexible working and regular opportunities for training and staff development. We are respectful, supportive and welcoming to each person on our team, the people that we work with on our projects, and to everyone in our wider community. As a result, we have built a wide network of clients, collaborators and friends of the company who share our ethos and values.

We encourage applications from people of all backgrounds, experience, age, nationality, race, sex, sexual orientation, gender identity, religion, belief and disability. Join us at Publica in making cities more functional, equitable and beautiful.