

want to make
an impact?

Acteon

Are you great with numbers *and* people?

Senior Manager of Finance & Resources: Job description

We're looking for an exceptional person to join our award-winning team in central Cambridge to support the management of our finances, people and resources. If you enjoy working with numbers as well as helping people and organisations flourish, then we'd love to speak to you.

What we do

Acteon creates communication and learning to help people flourish. That means helping people to make better choices, work more efficiently, be safer, get up to speed faster, sell better, develop their professional skills – whatever it is that makes them, and their organisations, more successful.

We work with our clients to understand the specific objectives that underpin success, and then use communication and learning to drive the positive behaviour change that delivers them. Our solutions work because they are aligned with the context, culture and values of individuals and the organisation.

We're fortunate to work with exciting, household-name clients in a wide range of sectors. A sample of our recent projects include work like:

- facilitating and supporting marketing campaigns, both online and offline
- helping Royal Mail staff to combat scam mailings
- supporting effective risk management across Co-op Group
- introducing Channel 4 colleagues to new TV audience monitoring technology
- designing, developing and supporting software for the UK's largest care companies
- building the reputation of Bayer in the field of ophthalmology
- revitalising the learning blend for global pharmaceutical salesforce training
- helping ensure data privacy at Condé Nast

This role, and what we're looking for

Our business has grown significantly in the last five years. Existing clients come back to us time and again for engaging and effective communication programmes and new growth opportunities are strong. We're looking for an exceptional person to join our senior team and help us to manage the finance and resources of the business so that we can continue to flourish and grow.

The **Senior Manager of Finance & Resources** will work closely with Acteon's Partners (the owners and senior leaders in the business) to deliver the people and finance strategy and continue to ensure Acteon is a great place to work and delivers great outcomes for clients. Working daily with the Partners, you will assist in decision making across the organisation as well as working 'hands on' to deliver financial reports and forecasts. The senior manager we are looking for will bring great attention to detail, strong communication skills and the ability to sensitively deploy systems and processes that support the business without inhibiting the agility and creativity inherent in Acteon.

Key responsibilities of this role will include:

- working with the Partners to develop and maintain Acteon's culture
- delivering financial evaluation of projects and product sales
- budgetary responsibility up to £5m
- developing and monitoring KPIs to assist Partners in managing performance
- managing four people with responsibilities for finance, IT and facilities
- production of monthly management accounts and information
- preparing and planning for the annual audit and producing the annual accounts
- managing outsourced functions including payroll, pensions, and IT
- maintaining and developing HR policies and procedures and monitoring their effective implementation
- commercial contract management
- procurement
- supporting the recruitment of new staff

The Senior Manager of Finance & Resources will have experience operating at a senior level. With a strong finance element, the successful candidate will have managed budgets and projects. Senior Manager of Finance & Resources is a key member of the Senior Management Team. The post holder will carry particular responsibility for financial management, accounting and reporting, and performance reporting. The Senior Manager has responsibility for all the transactional matters of Acteon including receivables, payables, nominal ledger and payroll, and manages the team responsible for processing them. The Senior Manager also has responsibility for the efficient use of Acteon's resources, including its IT and Facilities. The post holder will also support the Partners in leading the strategic development of Acteon and will enjoy helping people flourish, building strong relationships internally and supporting Acteon's HR functions.

This role provides a great opportunity for someone to take on a senior role within a growing business and add real value. The role would suit someone who can be pro-active, collaborative and strategic, but who also enjoys being 'hands on'.

Who we are and how we work

Acteon is a limited liability partnership, owned and led by five partners who are all active practitioners within the business. Our in-house team is currently made up of sixteen consultants, ten Studio colleagues, a Digital team of fifteen, three marketing staff and four administrators. In addition, we work with a network of trusted freelance writers and graphic designers.

We pride ourselves on the great relationships we build with our clients, and our ability to exceed their expectations. That strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a very strong reputation within our industry and have won multiple national industry awards.

We work in an informal structure and keep hierarchy and management to a minimum. It's a working style we really value but which requires colleagues to be mature, cooperative and self-directed.

Acteon is a friendly, flexible and collaborative place to work. Colleagues get focused, individual support for personal development, and we do a lot of knowledge-sharing and development work within and across teams. We care about colleagues achieving a good work-life balance, and there's plenty of both organised and informal socialising.

What we offer

As a member of a small company you'll have the chance to influence the development of Acteon and to contribute to and share in our success.

The role will give you the chance to work with independence, whilst still having the guidance and support from the external Finance, HR and IT consultants Acteon partners with. We offer a salary of c. £50k related to capability and experience, a contributory pension scheme, life assurance, gym membership and 25 days annual holiday (in addition to statutory holidays). In successful years we make bonus payments.

Making your application

To apply for this role, please send us:

1. Your CV.
2. A covering letter, briefly explaining your suitability for the role. Please state where you saw this post advertised.

Applications must be submitted by **21 January 2019**. Please send your application by post or by email to Nicola Bradnam: nicola.bradnam@acteoncommunication.com

Acteon, Burleigh House, 15 Newmarket Road, Cambridge. CB5 8EG

Selected candidates will be invited to our offices for an interview.

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is one of the most successful e-learning agencies in the UK, having won 8 Gold Learning Technologies Awards.



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