



Ffilm Cymru Wales

Job Description: Financial Controller

This is the information pack for the post of:

Financial Controller

The following information is provided to assist you with your application. More information about Ffilm Cymru Wales can be found at www.ffilmcymruwales.com

Contents

Welcome	2
How to Apply	3
Access Support	4
After You Apply	4
Job Advert	6
Full Job Description	7
Aims of the Role	8
Job Description	8



Ffilm Cymru Wales

Job Description: Financial Controller

Welcome

Thank you for your interest in this exciting senior management position. The successful applicant will be joining Ffilm Cymru Wales at a time of company growth and new opportunities to support the film ecosystem in and for Wales.

We are looking for someone with strong financial management credentials, who can also work across the company to support specialist managers in our drive to support the film sector.

Established in 2006, Ffilm Cymru Wales is the development agency for Welsh film and is a Community Interest Company. Since 2006, the film production sector in Wales has grown considerably and the challenges facing exhibition, development, and production, skills and training, and working practice have changed significantly.

Our current [Strategic Plan 2018 -2024 can be read here](#). A draft 2024-2030 strategic plan is currently with Arts Council Wales as part of their Investment Review. Our new Financial Controller will assist with the delivery and management of these ambitious plans, including reviewing and considering alternative scenarios, where needed.

Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations (Wales) Act 2015, due to the creative, economic, and cultural mix of our sector and we are committed to the values of fair work.

We are long-standing delegates of the Arts Council Wales and BFI receiving National Lottery funding, which we award (as grant and equity funds) to exhibitors and filmmakers. In addition to which, we manage Creative Wales funding on behalf of Welsh Government for independent feature film. And, we anticipate leveraging further



Ffilm Cymru Wales

Job Description: Financial Controller

funds – via local authorities, UK Government and existing funders – to support skills and training, and environmental measures, growing our turnover to around £5million per annum.

Ffilm Cymru Wales is innovative in its collaborations and funding models. For example, we have recently raised funds via Media Cymru (Strength in Places UKRI) to support a greener screen industry and to build upon our Foot in the Door programme of work, breaking down socio-economic barriers to a career in screen. Our values mean we look toward long-term impact and actively seek opportunities to work with partners drawn from across Welsh society who share our commitment to an inclusive and sustainable film sector for all.

We look forward to receiving your application, which you are welcome to submit in either English or Welsh.

Matthew Daniel, Chief Operating Officer.

How to Apply

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Hayley Lau to Hayley@ffilmcymruwales.com outlining your availability and your experience and skills against those outlined in the below specification.

Please submit your application by 16:00 on 29th August 2023.

As part of your application please state any upcoming dates you are not available for interview.



Ffilm Cymru Wales

Job Description: Financial Controller

Ffilm Cymru Wales is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for this role.

Access Support

We believe in a sector that works for everyone and we are passionate about broadening access to the screen sector.

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role and who identify as fluent Welsh speakers, People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an application. Please contact us to let us know how we can help. For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, scribing support for dyslexic applicants, or agree alternative formats for applying such as video applications or slide decks. We'll be guided by you.

Please contact Hayley Lau on Hayley@ffilmcymruwales.com to discuss your requirements in advance of making an application.

After You Apply

You'll receive confirmation that your application has been received within one week of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to



Ffilm Cymru Wales

Job Description: Financial Controller

diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru Wales processes applicant data, please refer to our Privacy Policy.

You will hear whether you have been shortlisted to interview within three weeks of the application deadline.

Ffilm Cymru Wales

Job Description: Financial Controller

Job Advert

Title: Financial Controller

Term: Full-time, permanent role.

Salary: £48,600 - £54,000 per annum, plus pension.

We operate a 5-point salary system and will normally appoint at point 1 of the grade except in exceptional circumstance.

Deadline for applications: 16:00 on 29th August 2023

Start Date: Autumn 2023

We will offer an automatic interview to all candidates who meet our Minimum Criteria for the role and who identify as fluent Welsh speakers, People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available. Please contact hayley@ffilmcymruwales.com



We stand in solidarity
to say **NO** to racism
and commit to a
#ZeroRacismWales

DO YOU?

Sign our policy today.
www.zeroracismwales.co.uk



Ffilm Cymru Wales

Job Description: Financial Controller

Full Job Description

Post: Financial Controller
This is a full-time, permanent role.

Reports to: Chief Operating Officer.

Line Manages: Finance Officer

Location: Cardiff is the primary office base with occasional travel in the UK.

Interview dates: Provisional date of September 13th 2023 in person, in our Cardiff office.

Salary: £48,600-£54,000 per annum, plus pension. We operate a 5-point salary system and will normally appoint at point 1 of the grade except in exceptional circumstance.

Annual leave: We offer 28 days annual leave in addition to Public Holidays.

How to apply: Unless we've agreed an alternate application format with you, you should email a CV and cover letter to hayley@ffilmcymruwales.com outlining your availability and your experience and skills against those outlined in this specification.

Application Deadline: 16:00 on Tuesday 29th August 2023



Ffilm Cymru Wales

Job Description: Financial Controller

Aims of the Role

Ffilm Cymru Wales is now in its 17th year, having grown from an initial team of six with a £700K turnover to 30 staff working to a £4.8m budget from a variety of funding sources and key governmental stakeholders overseen by a Board drawn from the wider industry.

The Financial Controller is a role that underpins the organisation whilst embracing the opportunities and challenges to make optimal use of the funds at our disposal.

The successful candidate will take responsibility for the daily financial management required by the organization including management accounts, budget preparation and management, payroll and our external audit. You will be expected to work with colleagues to support income generation; and devise and manage budgets for projects, drawing down funding, making payment awards and reporting to project partners.

You should be experienced in all aspects of financial management, but also possess excellent communication skills to work with colleagues and stakeholders as needed.

The role reports to the Chief Operating Officer and is supported by a Finance Officer.

Job Description

- Preparing and managing annual and quarterly management accounts including all statutory and funder reporting requirements.

Ffilm Cymru Wales

Job Description: Financial Controller

- Working collegiately with the senior management team to develop and refine budgets and report to funders at a project level, applying a positive, problem-solving approach. Reporting might, for example, include cost reports, time-sheets and reconciliation exercises that evidence spend against budget.
- Prepare annual and multi-year budgets and scenario plans, as required, to support income generation, business development and strategic decisions by the senior management and/or Board.
- Reviewing and preparing recommendations for the COO on potential efficiencies and adaptation of financial policies, systems and processes, including for example, the use of (alternative) software and add-ons. And, where agreed by the CEO or COO, to implement or commence implementation of such recommendations.
- Keeping under review and maintaining our financial systems to ensure compliance with law and financial requirements, but also with any funding partners.
- Managing payroll – including pensions.
- Full management of banking and credit card process and reconciliation.
- Managing sick (and other) forms of leave and allied communication with HMRC or otherwise.
- Preparing funding draw-down requests.

Ffilm Cymru Wales

Job Description: Financial Controller

- Lead on our external audit requirements.
- Processing payments where needed, and supervising a (part-time) Finance Officer;
- Supporting the CEO, COO and Senior Executives in managing any amendments to (multi-year) funding applications.
- Review and advance financial systems that both retain financial rigour, and support the company team in realising strategic objectives
- Any other reasonable tasks that may be required to perform the role.

Essential Criteria

- At-least 3-years proved work experience as a qualified accountant (ACCA, CIMA, ACW or CPA).
- Demonstrable experience of implementing financial controls, processes and reporting.
- Excellent and demonstrable interpersonal skills, able to effectively communicate verbally and in writing, including with individuals who are not financially minded.
- Hands-on approach, well organized and with excellent attention to detail.
- Strong analytical skills and adaptability, demonstrating the ability to try a variety of approaches to achieve an objective.



Ffilm Cymru Wales

Job Description: Financial Controller

- Demonstrable ability to self-motivate, plan and organise work and deliver to deadlines.

Desirable Criteria

- Experience of working within a public sector context.
- Experience of working within an SME environment.
- Experience in film or related creative industry.
- Ability to communicate through the medium of Welsh.
- Experience in inclusive practice.
- Experience with corporate governance.