

JOIN OUR TEAM



Role Title: Finance Manager (Part Time, freelance)

Report to: Director/Founder

Location: Remote with 1 day face to face per month

Salary: Depending on experience

Start Date: Immediately

Length: Ongoing Freelance.

Closing Date: 17:00 Sunday 8th June 2025

Applications will be reviewed on a rolling basis and interviews may be conducted before the closing date. We reserve the right to close applications early.

About us

The Wentworth Collective is a premium global events agency, specialising in large-scale experiences.

Our signature? Delivering extraordinary experiences that have a lasting impact on our client's business. That's what keeps clients coming back to us year after year.

Overview

This is an exciting opportunity to join **The Wentworth Collective (TWC)** in a key financial role, working closely with the Director/Founder. You'll take ownership of a wide range of financial and governance tasks, offering hands-on support while contributing to strategic decision-making.

We're looking for a highly motivated, self-starting finance professional who thrives in a varied, fast-paced environment. You'll bring sharp analytical skills, expert-level Excel and accounting knowledge, and the confidence to work with stakeholders at all levels.

About the Role

As Finance Manager, you will oversee day-to-day financial operations and support long-term financial planning.

This is a part-time freelance position, ideal for a part-qualified or fully qualified accountant who enjoys variety, autonomy, and the chance to make a meaningful impact.

Key Responsibilities

Transactional Accounting

- Manage the freelance bookkeeper
- Manage Accounts Payable and Accounts Receivable
- Raise and send client invoices, process supplier payments
- Chase unpaid invoices when needed
- Maintain accurate financial records for both businesses.
- Create and maintain detailed internal project costing documents, ensuring project profitability, and collaborate with Director/Founder.
- Collaborate with the wider team on client proposal financials.
- Prepare internal project costing documents and collaborate with teams on client proposal financials

Reporting

- Oversee cash, banking, credit cards, and reconciliations
- Prepare monthly financial reports and cashflow forecasts
- Monitor budget performance and update forecasts
- Conduct variance analysis, balance sheet reconciliations, and project reconciliations

Finance Business Partnering

- Support annual budgeting and financial planning
- Forecast sales and support new business development
- Provide financial insight and training to teams across the organisation
- Maintain insurance policies and liaise with the broker and Director
- Coordinate with legal when needed

Compliance

- Prepare and file VAT returns
- Ensure adherence to financial regulations and company policies
- Liaise with external accountants on YE and prepare required documentation for them.

Additional Duties

- Draft and send Client Statements of Work (via DocuSign)
- Set up new projects in Xero and Harvest; allocate freelancer hours
- Review third-party contracts for compliance with payment/commission policies

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About You

- Part-qualified or fully qualified accountant (e.g., AAT, ACCA, CIMA, ACA)
- Highly proficient in Excel and financial systems also Xero, Harvest, CRM tools preferred but not essential
- Experienced in financial operations, reporting and compliance
- Strong analytical and mathematical skills
- Exceptionally well-organised, detail-oriented, and able to manage competing priorities
- Excellent communicator, comfortable working with internal and external stakeholders
- A self-starter who thrives in a dynamic, varied role

How to Apply

Please send your CV and a brief cover email to hello@thewentworthcollective.com

Deadline: 17:00, Sunday 8th June 2025

(We may begin interviews early, so early applications are encouraged.)