

JOIN OUR TEAM

Part-Time Bookkeeper / Financial Controller

Role Details	
Role Title	Financial Controller (Part Time)
Reports To	Director / Founder
Location	Part-remote, with quarterly off-site meetings in central London
Hours	3 Days per week
Contract Type	Employed / Part-Time
Function	Finance
Salary Range	Commensurate with experience

About Us

The Wentworth Collective is a premium global events agency, delivering large-scale, extraordinary experiences for clients around the world.

Our work creates lasting commercial impact - and that is why clients return year after year.

We are a small, high-performing team with an international client base and a strong reputation built over more than a decade. As the business continues to grow in scale and complexity, we are seeking a commercially minded Part-Time Financial Controller to bring rigor, insight and confident financial leadership to the business.

The Role

Working closely with founder Lisa James, you will take ownership of the financial health of the business end-to-end. This is a senior, hands-on role combining financial control, commercial partnership and strategic guidance.

You will be the primary financial authority in the business overseeing day-to-day finance, leading project-level profitability and supporting decision-making before commercial commitments are made.

While hands-on in the early phase, the role is expected to evolve over time toward higher-value oversight, strategic planning and financial governance as systems mature and transaction volumes increase.

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Key Responsibilities

Financial operations and control

- Oversight of bookkeeping, bank reconciliations, and maintenance of the chart of accounts.
- Accounts payable and supplier payment runs, including subcontractors and international partners.
- Accounts receivable, including staged invoicing, deposits, and debtor management.
- Payroll oversight and PAYE/NI compliance.
- Preparation and review of quarterly VAT returns.
- Journal processing and general ledger integrity.

Project Financial Management and Job Costing

- Build detailed project cost models at proposal stage, ensuring all work is accurately priced and commercially viable before approval.
- Maintain live budgets for all projects, tracking actuals against forecast in real time.
- Flag margin risk, scope creep or cost escalation early before commercial exposure increases.
- Partner closely with the project team on supplier commitments, FX exposure and purchase orders.
- Set and communicate clear financial boundaries so teams understand budget constraints.
- Conduct post-project financial reviews, feeding learnings into future pricing and templates.
- Maintain and create systems, templates and processes that support consistent project-level financial management.
- Provide the founder with a clear, real-time view of committed spend, forecast margin, and risk across the project portfolio.

Reporting and Planning

- Month-end and year-end management reporting with commercial commentary
- Dashboard-style monthly management accounts
- Weekly KPI reporting (revenue, cash position, debtors, creditors)
- Cashflow forecasting and scenario planning
- Annual budgeting and variance analysis
- Balance sheet reconciliations with insight, not just numbers

Strategy, Controls, and Risk

- Advise on financial decisions, pricing, and growth strategy
- Own and evolve the financial governance of the business, ensuring appropriate controls, approval thresholds and risk frameworks are in place to support growth without unnecessary bureaucracy.
- Support FX management and international financial workflows
- Ownership of financial systems (Xero, Excel), with continuous improvement focus
- Liaison with external accountants to ensure compliance and clean year-end processes.

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Decision Authority

This role has the authority and expectation to:

- Challenge project pricing and margin assumptions before proposals are approved
- Escalate financial risk or commercial concerns directly to the founder
- Influence supplier commitments and payment structures
- Protect cashflow and margin integrity across the business

What Success Looks Like (First 6–12 Months)

- Project pricing is consistent, transparent, and margin-positive
- Live visibility of project profitability with no material surprises post-delivery
- Strong cash position driven by disciplined invoicing, deposits, and debtor control
- Timely, insightful management accounts that inform real decisions
- Reduced financial stress during busy delivery periods
- Founder and project teams feel supported, challenged, and better informed financially

Behaviours and Working Style

Beyond qualifications and technical skills, we are looking for someone whose instincts and working style reflect how we operate. The behaviours below describe the person who will thrive in this role.

Behaviour	What this looks like in practice
Proactive and self-starting	Spots issues early and acts without prompting
Commercially minded	Thinks in margin, risk, and opportunity; explains numbers in plain language
Assertive communicator	Comfortable challenging decisions constructively
Ownership mentality	Treats the company's finances as their own
Deadline-driven	Month-end is never a surprise
Process improver	Constantly refines systems and workflows
Resilient and calm:	Performs under pressure in a lean environment
Trusted and discreet	Handles sensitive financial information with care and integrity

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Qualifications, Skills and Experience

Required

- Part-qualified or fully qualified accountant (AAT, ACCA, CIMA, ACA)
- Minimum five years' experience in a comparable Financial Controller or senior bookkeeping role
- Strong experience in project-based, B2B environments
- High proficiency in Xero and advanced Excel
- Deep understanding of staged billing, job costing and margin tracking
- Clear communicator with non-financial stakeholders

Desirable

- Experience in events, creative or professional services
- Multi-currency or international exposure
- Experience working in founder-led businesses
- Familiarity with time management costing tools (e.g. Harvest)

What We Offer

- Flexible, part-remote working
- A senior, trusted role with genuine commercial influence
- Opportunity to shape and improve financial infrastructure
- A collaborative, high-quality team environment
- Scope for the role to grow in responsibility and hours as the business evolves

How to Apply

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

We would love to hear from candidates who have worked with similar businesses and understand the rhythms of project-based work.

Please include your current salary or day rate in your application.