

JOB DESCRIPTION

Accounts Assistant – Finance & Legal

CONTEXT

Everyone TV runs the UK's free-to-view TV platforms – Freeview, Freesat, and now Freely.

Freeview is the UK's largest TV platform, watched in over 18 million homes. Freeview Play, our live and on demand TV service, is used on five million devices. Freesat serves 1.5 million homes carrying over 170 channels and offering linear TV over satellite and on demand content over the internet.

We're also leading free TV's evolution for a streaming age through the creation of our new Freely service which has recently launched on smart TVs in 2024, bringing aggregated live channels and free on-demand content to UK viewers over the internet for the first time.

Everyone TV is a joint venture which is owned and supported by the UK's leading public service broadcasters (PSBs) - BBC, ITV, Channel 4 and Channel 5. We are not-for-profit and funded directly by our Members, and revenues from a range of commercial activities.

Our mission is to champion free TV for all. We're passionate about bringing together great TV in one place, for free, for the nation. Working in partnership with the PSBs and many other industry players, we are focused on offering the best free TV experience to UK viewers across terrestrial TV, satellite TV and increasingly internet TV, ensuring that free TV – with public service broadcasting at its heart – remains as strong and vibrant in the future as it has been to date.

THE WAY WE WORK

Ambitious – We aim high. We are determined and ambitious about our work, always delivering the very best for our viewers.

Collaborative – We achieve together. We create strong partnerships based on trust and respect.

Supportive – We grow together. We learn from each other, and we invest in people's wellbeing and development.

ABOUT THE ROLE

This role will report into the Head of Finance and will assist with the day-to-day Finance operations working closely with the Finance Executives to ensure prompt and

accurate processing of invoices, reconciliation of supplier statements, as well as any other duties that may be required across Everyone TV's four business units.

The role will also require the individual to work closely with other members of the business, providing them with assistance on raising purchase orders and dealing with ad hoc queries.

RESPONSIBILITIES

Purchase Ledger

- Manage Accounts Payable inbox.
- Manage and support Finance Executives in investigating discrepancies.
- Month end bank reconciliations.
- Month end petty cash EUR's/CHF FX posting.
- Credit cards reconciliation and posting, liaising with the wider business to request receipts and information.
- Respond to supplier and customer queries.
- Follow up on approvals for PO's and purchase invoices.
- Creation of monthly supplier and expenses payment runs.

Sales Ledger

- Monthly Airtime invoicing to Shareholders.
- Send billing information to Shareholders to support raising of PO's.
- Liaise with Manufacturers in relation to quarterly shipped device fees report.

Other

- System password reset requests.
- Ad-hoc requests from Head of Finance and/or Finance Manager.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Experience working within an Accounts Payable or Accounts Receivable function.
- Attention to detail with the ability to spot errors and mistakes at an early stage.
- Ability to communicate with non-finance staff.
- Ability to prioritise and plan activities considering all the relevant issues.
- Ability to work effectively under pressure and deliver results to tight deadlines.
- Ability to work both independently and within a team environment.
- Experience in MS Excel and other core MS office packages.
- Familiarity with accounting software.
- Prior experience and working knowledge of SAP Business ByDesign (SAP ByD) and NetSuite is desirable.

PERSONAL ATTRIBUTES

- Collaborative and able to build and maintain effective working relationships.
- Supportive team player.
- Excellent numerical and analytical skills.
- Well organised, responsive, with exceptional attention to detail.
- Proactive and action orientated as well as solution driven.
- Self-motivated, confident person able to work autonomously and as part of a team.
- Resilient, able to multitask and deal with conflicting demands.
- Shows initiative and flexibility.
- Embraces and promotes a diverse working culture.
- Aware of own development needs and relishes the opportunity to expand the breadth of their skills and knowledge.

LOCATION

The role is based in Everyone TV's central London offices, at the South Bank.

We are a flexible working employer and the company currently works a hybrid pattern.