Job Title: Finance Manager, Awards
Location: London/Remote Hybrid
Salary: £60,000 - £62,500 pa (plus benefits)
Length of Contract: Permanent

Company Profile

The BPI champions the UK's recorded music community, safeguarding the rights of its members and of the artists, performers and label members of collecting body PPL. The BPI's membership consists of well over 500 independent labels and the UK's three 'majors' – Universal Music UK, Sony Music Entertainment UK and Warner Music UK. Its total membership taken together accounts for around 85 per cent of legitimate domestic music consumption and 1 in 10 streams around the world.

The BPI promotes British music at home and overseas through its trade missions, the Music Exports Growth Scheme and The BRIT Awards, which it owns and organises. It administers The BRIT Certified Platinum, Gold and Silver Awards Programme, co-owns the Official Charts Company with ERA, and is home to The Mercury Prize. The BPI encourages and supports innovation and technology, and additionally provides insights, training and networking with its extensive free masterclasses, networking events, Insight Sessions and reports alongside its communications and public affairs work.

The BPI is committed to diversity, equity and inclusion. In support of this, the BPI is working closely with its members and industry partners, as well as its Equity and Justice Advisory Group (EJAG). The BPI's community engagement, focussed on education & wellbeing through the power of music, is directed through The BRIT Trust.

The BPI is values led in all the work it does. At the BPI we are Championing, Collaborative, Accountable and Trailblazing.

www.bpi.co.uk

The Opportunity/Job Description

Reporting to the Financial Controller, the Finance Manager will take ownership of the day-to-day finance function of the BPI's Awards entities. You will lead the production accounting for our televised events alongside producing full monthly management accounts. This role requires an adaptable, part-qualified accountant (ACCA, CIMA, or ACA) with strong project-costing skills and hands-on experience of production accounting.

The role will be part of the wider group finance team and will work closely with the leadership of the Awards Team, external contractors and others as required.

The BPI follows a hybrid work structure where employees can work remotely, or from our office (in the creative Tileyard hub, King's Cross, London), based on task requirements or personal work preferences.

BPI may assign you to work outside London at various locations where the BRIT Awards and Mercury Prize (and any other such activities) are to be held. Whilst the BPI strives to offer employees flexibility and a good work life balance, in the run-up to the awards shows, and at other intense periods you may be asked to work longer or unsociable hours to assist the wider team in meeting deadlines.

Key responsibilities

- Work with Event Producers and Project Managers to build and manage income and expenditure budgets (all spend areas inc. production), rolling forecasts and cashflow forecasts
- Monitor live project spend, challenging spend, identifying potential overruns early and implementing corrective actions
- Manage supplier and vendor payments, post event account reconciliations and financial input for contract negotiations
- Provide financial decision assistance to the production teams and produce regular Key Performance Indicator reports for stakeholders
- Manage month end procedures and deliver monthly management packs (P&L, Balance Sheet and reconciliations) to the Financial Controller, Chief Operations Officer and Awards Team
- Prepare and monitor cash flows ensuring operational cashflow liquidity
- Ensure a robust control environment is adhered to, with all transactions and documentation aligned to group wide procedures
- Preparation of freelance payroll, and assessment and application of HMRC's Self-Employment Rules for Film and TV Freelancers
- Assist the Financial Controller with VAT, Corporation Tax, Audit and application of controls and procedures

Ideal Experience

- Previous experience as a Production Accountant, at least part-qualified (ACCA, CIMA, or ACA) required
- Experience working in TV, film, live events or media production environments is essential
- Proven experience working in a dynamic, fast-moving and changing environment and managing multiple priorities
- Advanced knowledge of VAT and Corporation tax implications and relevant regulations
- Experience reporting directly to key stakeholders (board and finance committees)

Key Skills and competencies

- Commercially aware and proactive adept at working in a fast-paced, creative environment with high attention to detail and strong organisational skills
- Ability to effectively communicate with a proactive, collaborative approach and a willingness to generate and share information
- Friendly and collaborative nature, able to exert a positive influence as part of an inclusive team.
- Ability to present financial information clearly and as simply as possible to ensure key drivers are understood and actionable
- Read, interpret and draw accurate conclusions from financial and numerical material.
- Ability to work closely with leadership team to contribute to informed business decisions

- Advanced Excel skills, experience with cloud accounting, approval software and project management systems including working knowledge of Xero, Approval Max and ExpenseIn
- Knowledge of how AI can be used in the role and an understanding of the related limitations and risks.

Salary and Benefits

- Salary of £60,000 - £62,500pa depending on experience.
- Performance-related bonus.
- Three days of personal volunteering time per annum.
- Private Medical Insurance.
- Permanent Health Insurance.
- Life insurance.
- Annual Wellness Allowance.
- A hybrid work environment with flexible working policies.
- 25 days annual leave plus bank holidays.

Equal Opportunities & Diversity

The BPI welcomes applications from suitably qualified candidates of all social backgrounds, including across all genders, ethnicities, sexual orientations, and those who identify as Deaf, disabled or from neurodiverse backgrounds.

The BPI is an equal opportunity employer and any decision to appoint will be made solely based on candidate merit and business need.

We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political belief. We believe that representation matters, and we are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to candidates from Black, Asian or ethnic minority backgrounds; members of the LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent.

If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying. Reasonable adjustments we can make include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

The BPI is proud to be a Disability Committed and Living Wage employer. The BPI is committed to offering an interview to Deaf and or disabled people who meet the minimum criteria for the job. When you complete your job application form you will find a box at the bottom that says 'Disability Confident Application'. Please tick this box if you identify as Deaf and/or disabled and would like your application to be considered as a part of our commitments under the Disability Confident scheme. If you have a requirement to apply for the role in another format, by video for example, please upload those files when you submit your application. There may be occasions where it is not practicable to interview all disabled people that meet the minimum criteria for the job. In these circumstances we will limit the overall numbers of interviews offered and select the Deaf and/or disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

Application Process

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will comprise a minimum of four and maximum of five stages. After each stage, we will contact you as soon as possible to inform let you know if you will be progressing to the next stage.

The closing date for applications is 31st July 2026

Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 here. We ask all candidates to complete the BPI's Equal Opportunities monitoring form, which can be found here. Equal Opportunities monitoring forms are anonymous and are processed independently to your application by members of the team not involved in the hiring process.
- Your application will be considered on a name blind basis by our recruiters. Following your application, you may be invited to a pre-screening call with our recruiters. Calls will take place on a rolling basis W/C 3rd August 2026.

Stage 2

- 45-minute virtual interview with the Financial Controller and Senior Legal Advisor to be held the week commencing 24th August 2026. Interviews can be scheduled flexibly if needed.

Stage 3

- A strategic and/or practical task to be prepared in advance will be set for stage 3 candidates around a hypothetical cost analysis challenge.
- 60-minute in-person interview with the Chief Operating Officer, Financial Controller and Director of Digital to be held the week of W/C 7th September 2026, part of which will be to discuss the prepared task.

Stage 4

- Employment offer, subject to reference