

**JOB DESCRIPTION**

# INTERNAL

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| Title: | Operational Finance Business Partner, Polyarts |
| Reporting to: | Chief Financial Officer |
| Salary range: | £44,100 - £52,500, DOE |
| Basis: | Full time – 35 hours per week. Part time/flexible options can be explored |
| Location: | London Somerset House/hybrid working |

# About us

Polyarts is a dynamic and genre-crossing artist management company representing a diverse roster of talent across classical, jazz, film, and multimedia. As we continue to grow and operate independently, we are seeking a Financial Controller / Business Partner to lead our financial operations and support our strategic ambitions.

# Job purpose

This is a unique opportunity to shape the financial future of a fast-evolving creative business. You will be responsible for all aspects of financial control, reporting, and planning, while acting as a strategic partner to the Polyarts leadership team. You’ll also play a key role in developing tailored financial processes that reflect our distinctive business model.

# Relationships

# CFO, Senior Accountant

# COO & GC, Executive Chairman, Geschafstsfuhrerein (HPD) and President (HPFR)

# Directors and Associate Directors

# Accounts Assistants

# Key Accountabilities

* Lead budgeting, forecasting, cash flow, and financial reporting for Polyarts.
* Act as the primary finance liaison between Polyarts and the HarrisonParrott Group.
* Design and implement financial processes suited to short booking cycles, royalties, and multi-party contracts.
* Provide financial insight to support commercial and strategic decisions.
* Ensure compliance with statutory requirements and internal controls.
* Support audit preparation and statutory accounts.
* Champion automation and digital finance tools.
* Train and support Polyarts staff on financial systems and best practices.

# Benefits

* The post carries 25 days of paid holiday per year pro rata in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
* After 3 months of continuous employment the post holder will automatically be enrolled into the Company’s Pension Scheme.
* Life assurance: 3 x annual salary.
* Hybrid workplace model.
* Flexible starting and ending times.
* Employee Assistant Programme
* Plus, Somerset House residents’ benefits: - I Love Covent Garden Card - Northbank Privilege Card - Corporate rate at Waldorf Fitness First - Community membership rates at King’s College Gyms - Covent Garden Physio –

# Person Specification

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| **Skills and Experience:** | Essential: | Desirable: |
| Qualified accountant (ACA, ACCA, CIMA or equivalent) | ✔ |  |
| Experience in financial control, ideally in a creative or project-based environment | ✔ |  |
| Strong understanding of royalties, IP-related income, and multi-currency transactions | ✔ |  |
| Excellent communication and stakeholder management skills | ✔ |  |
| Proactive, adaptable, and solutions-oriented | ✔ |  |
| Strong PowerBI skills | ✔ |  |
| SUN experience |  | ✔ |