



# Management Accountant

**Finance, Accounts, Month End, Reconciliation, Reports, Budgets, Forecasts, Cashflow, Compliance, Audit, Insight, Continuous Process Improvement**

**Retail, Events, Marketing, Activations, Hospitality, Pop-ups, Music, Sports, Entertainment**

Teliporter is hiring for a Management Accountant in London. You'll partner with the Financial Controller or Finance Manager to deliver accurate, timely and insightful financial reporting across our multi-currency, multi-site international operation.

This role offers the opportunity to make a significant impact in a fast-paced, innovative and high-growth environment. You'll take ownership of critical financial processes including month-end close, management accounts, board reporting, budgeting and forecasting, ensuring accuracy, compliance, and strategic financial insights that drive informed business decisions worldwide.

As our Management Accountant, you'll use financial systems daily to manage the complete month-end cycle, comprehensive reconciliations, multi-territory reporting, VAT compliance across multiple jurisdictions, cashflow forecasting, audit support, and continuous process improvement across our international operations.

We're looking for a CIMA or ACCA qualified Management Accountant who thrives on ownership of end-to-end financial processes in a multi-site environment. If you're experienced in management accounting, financial reporting and business partnering within a fast-paced, growth focused business, we're keen to hear from you!

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## About Us:

Teliporter is a global leader in experiential marketing, event solutions and fan engagement strategies. Trusted by leading entertainment brands, IP owners and rights-holders, Teliporter create immersive, memorable and high-impact fan events.

With proven expertise across music, sports and entertainment retail, Teliporter specialise in designing and delivering fan-first activations that drive loyalty, amplify brand value and boost commercial results.

From immersive live events and backstage pop-ups to interactive digital platforms and Fanbox retail sites in high-footfall areas, we deliver creative solutions that drive engagement, loyalty and revenue. Our mission is simple: to amplify exposure, connect fans to the heart of the action and transform every touchpoint into a high-impact brand experience.

Our clients include global names like Fanatics, Warner Music and Universal which, has allowed us to support international brands like Williams Racing, NFL, British & Irish Lions, Kylie Minogue, Ed Sheeran, Oasis and many more.

At Teliporter, we combine creative strategy, world-class production and flawless execution to transform how fans experience entertainment. We're not just building events; we're architecting the future of fandom.

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## Position Details:

**Title:** Management Accountant

**Purpose:** Deliver accurate, timely and insightful financial reporting across our multi-currency, multi-site, international operations, in alignment with the Month-End Reporting & Management Accounts Policy. Support high-growth ambitions through rigorous financial stewardship and collaborative partnership with operational teams worldwide. Translate complex financial data into actionable intelligence that drives informed decision making and financial discipline whilst enabling strategic growth.

**Location:** 4 Foscote Mews, London, W9 2HH

**Role Type:** Permanent, Full Time

**Start Date:** ASAP

**Gross Salary:** Competitive

**Payments:** Wages will be paid monthly in arrears

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#### **Accountabilities:**

##### **Month-End Close Process Management**

- Lead the monthly close cycle, ensuring disciplined adherence to policy deadlines
- Enforce transaction cut-off procedures and capture all relevant financial activity
- Process journals, accruals, prepayments and multi-currency revaluations
- Complete comprehensive reconciliations across:
  - Bank accounts and credit cards
  - Accounts payable and receivable ledgers
  - Intercompany balances
  - Fixed asset registers
  - VAT control accounts
- Maintain audit-ready supporting documentation for all balance sheet positions
- Escalate material late items and ensure robust version control
- Uphold strong internal controls throughout the close process

##### **Management Reporting**

- Prepare comprehensive monthly management accounts (P&L, balance sheet, cashflow statement)
- Compile the monthly Board Pack with clear, insightful commentary
- Produce multi-site and multi-territory performance reports
- Conduct variance analysis against budget, forecast and prior periods
- Provide meaningful narrative explaining financial performance drivers
- Analyse cashflow movements and update cash forecast projections
- Identify emerging risks, opportunities and trends requiring management attention
- Support the CFO/FC during review cycles with well-evidenced analysis

##### **Budgeting, Forecasting & Financial Planning**

- Lead annual budget preparation and periodic reforecasting exercises
- Collaborate with department heads to challenge assumptions and validate projections
- Develop financial models and scenario analyses to support strategic decision-making
- Monitor performance against plan, proactively highlighting variances and their implications
- Provide commercial insight into investment proposals and business cases

##### **General Ledger & Financial Control**

- Maintain the accuracy and integrity of the general ledger
- Review and validate all financial postings, resolving discrepancies promptly
- Oversee invoice processing, expense management and supplier payment workflows
- Ensure compliance with relevant accounting standards (FRS 102/IFRS as applicable)
- Maintain a clean, fully reconciled balance sheet with comprehensive supporting documentation

##### **Accounts Receivable & Cash Collection**

- Monitor aged debt positions and support effective credit management
- Engage directly with international clients to resolve invoicing and payment queries
- Drive improvements in cash collection cycles and debtor days
- Produce AR reporting and insights to inform credit control strategy

##### **Cashflow Management**

- Prepare weekly and monthly cashflow forecasts with supporting assumptions
- Monitor working capital movements and identify optimization opportunities
- Provide liquidity analysis to support treasury and cash management decisions

#### **VAT, Tax & Multi-Jurisdiction Compliance**

- Prepare and submit VAT returns for UK and European operations
- Address multi-country indirect tax requirements in liaison with specialists where appropriate
- Ensure compliance with local financial regulations across operating territories
- Maintain current knowledge of relevant tax legislation changes

#### **Audit Support & Governance**

- Prepare comprehensive audit schedules, reconciliations and supporting documentation
- Act as primary contact for external auditors during statutory and interim audits
- Support internal audit requirements and management review processes
- Identify control weaknesses and recommend practical improvements
- Champion continuous enhancement of financial systems, processes and reporting quality

#### **Business Partnership & Commercial Insight**

- Partner with operational, commercial and senior managers across global sites
- Analyse customer, project and product profitability to inform strategic decisions
- Support pricing strategies, cost analysis and margin improvement initiatives
- Communicate financial performance clearly to non-finance stakeholders
- Build strong collaborative relationships across regions and time zones

#### **Team Development & Collaboration**

- Provide guidance and mentorship to junior finance team members
- Share knowledge on technical accounting, reconciliations and best practice
- Contribute to building a high-performing, collaborative finance function
- Support the development of standardised processes and training materials

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#### **Business Impact:**

##### **Why This Role Matters**

- Make informed operational decisions worldwide
- Maintain strong cash discipline across multiple currencies
- Provide the CEO, CFO and Board with reliable financial insight
- Support scalable growth grounded in robust governance
- Deliver best-in-class month-end performance and accountability

##### **Role Success Measures**

- Consistent delivery of month-end close within agreed timelines (Days 1–12)
- Accuracy, completeness and timeliness of all reconciliations and supporting documentation
- Quality and clarity of management commentary and financial insight
- Reliability and accuracy of cashflow forecasting
- Demonstrable improvements in aged debt positions and cash collection efficiency
- Full audit readiness with no material queries or delays
- Positive feedback from operational stakeholders across global locations
- Evidence of process improvements and enhanced reporting capability

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#### **Candidate Profile:**

##### **Essential Experience**

- Demonstrable ownership of month-end close processes in a fast-paced commercial environment
- Working within multi-currency and multi-site business structures
- Preparing comprehensive management accounts and board-level reporting
- Completing detailed reconciliations with full audit trail documentation
- Managing intercompany transactions and multi-entity accounting
- Preparing VAT returns across multiple jurisdictions (UK and European experience essential)
- Accounts receivable management and credit control oversight
- Supporting statutory audit processes and governance requirements
- Collaborating effectively with geographically dispersed operational teams

#### **Desirable Experience**

- Experience in retail, experiential marketing or project-based environments
- Implementation or optimisation of financial systems and processes
- Working knowledge of Xero
- Exposure to project costing or site-based financial reporting

#### **Professional & Academic Achievements**

- Fully qualified CIMA or ACCA. Consideration will be given to part qualified candidates in their final year.

#### **Skills & Competencies**

- Strong foundational accounting knowledge across all primary financial statements
- Advanced Excel skills including financial modelling and data analysis
- Multi-currency accounting and consolidation expertise
- Meticulous attention to detail with strong documentation discipline
- Analytical mindset with ability to identify trends and anomalies

#### **Professional Attributes**

- Self-directed: Works autonomously with strong personal accountability
- Quick to adapt: Confident operator who integrates rapidly into new environments
- Agile: Responds effectively to changing priorities and tight deadlines
- Organised: Manages multiple concurrent workstreams without compromising accuracy
- Clear communicator: Articulates complex financial information to diverse audiences
- Collaborative: Builds positive working relationships and actively supports colleagues
- Composed: Maintains professionalism and objectivity under pressure and during challenge
- Growth-minded: Seeks continuous improvement in processes, systems and personal development

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#### **Why join Teliporter?**

##### **We're revolutionising retail**

Teliporter specialise in turning moments into movements - on the ground, online and everywhere in between. By blending creativity, commerce and culture we design immersive experiences that captivate audiences, deliver exceptional results for brands and inspire love and devotion across the fandom community. We don't just work in fan engagement, we redefine it.

Join Teliporter and become part of a team that's shaping the future of experiential retail and fan engagement across music, sport and entertainment. You'll help deliver unforgettable experiences that leave a lasting impression - on fans, brands and the industry at large.

##### **The buzz is real and we create it!**

There's something magical about stepping into a well-crafted retail space - that undeniable buzz that sparks excitement the moment you walk in. At our pop-up shops, that energy is amplified. The limited-time format creates urgency, exclusivity fuels desire and the shared experience builds powerful connections between fans and the brands they love.

For entertainment, music and sports brands in particular, these spaces go far beyond product sales and merchandise, they become a tangible link to cherished experiences. That's why we're leading the way in immersive fan retail, extending the emotional high of gigs, concerts and stadium events into meaningful, memorable moments.

### **What it's like to work at Teliporter?**

Have you ever walked into a pop-up and thought, "Whoever made this is loving their job!"? You were right, we absolutely are. And here's why you will too:

No two days are the same: From music festivals to global sporting events, you'll work across diverse settings, with exciting brands and passionate fans. Every day brings something new.

Be part of the moments that matter: You're not just selling merchandise; you're helping fans capture memories. That moment someone finds the perfect keepsake of their favourite artist; that's the magic we live for!

Work with iconic brands: Use your retail skills where they matter most, representing the biggest names in music, sport and entertainment. This is retail at the heart of fan culture.

Unleash your creativity and commercial savvy: We offer an environment where visual merchandising meets storytelling and sales targets meet emotional connection. We give you the space to bring your full skill set to the table.

Fast-track your development: From retail management to event logistics and customer experience, you'll gain a highly transferable skill set in a fast-growing, future-facing industry.

### **Be where the excitement is!!!**

The retail industry is changing and experiential pop-ups are leading the charge. At Teliporter, we're not just adapting to this shift, we're driving it.

If you're looking for a career that blends energy, creativity and purpose, where your work creates real impact and unforgettable fan moments - this is it.

### **Careers at Teliporter**

Teliporter offer a wide range of career opportunities to suit different lifestyles, ambitions and levels of experience.

Whether you're looking for a permanent position, a temporary assignment, or the flexibility of part-time work, there's a place for you here. Our roles span everything from front-line retail and event operations to logistics, project management, marketing and more, offering pathways for both early-career talent and seasoned professionals.

So whether you're building your CV, changing direction or looking for your next big move, Teliporter provides the platform to grow, thrive and make an impact in the fast-paced world of fan engagement.

We welcome applications from people of all backgrounds, experiences and identities. We're committed to building a diverse and inclusive workplace where everyone belongs and has the chance to thrive.

Come create something incredible with us. Join the Teliporter community today. Send your CV to [jobs@teliporter.com](mailto:jobs@teliporter.com)

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### **Additional Information:**

#### **Pre Employment Checks**

- Proof of right to work is required prior to the commencement of employment
- The company reserve the right to seek satisfactory references and conduct other pre-employment checks prior to the commencement of employment

## Health & Safety Considerations

As a Management Accountant, you will be expected to comply with the company's health and safety policies and procedures. Key responsibilities include:

- Maintain a proper workstation setup when using computers and accounting software
- Follow Display Screen Equipment guidelines & taking regular breaks to prevent repetitive strains
- Ensure safe storage and handling of confidential financial documents and filing systems
- Adhere to fire safety and evacuation procedures specific to the office environment
- Report any workplace hazards, accidents, or incidents promptly
- Participate in H&S training programmes and complying with office-based risk assessments
- Follow secure procedures for handling sensitive financial data and maintaining confidentiality
- Use office equipment safely and in accordance with manufacturer guidelines and training
- Maintain a tidy and organised workspace to prevent trips and falls
- Reasonable adjustments and ergonomic equipment will be provided where necessary
- Teliporter is committed to maintaining a safe and supportive working environment for everyone

## Equal Opportunities:

- Teliporter is an equal opportunities employer committed to diversity, inclusion and fairness. We do not tolerate discrimination of any kind and aim to create an environment where everyone feels respected, supported and able to achieve their full potential
- We treat all people equally irrespective of race, creed, colour, nationality, ethnic origin, age, religion or belief, connections with a national minority, gender, gender reassignment, sexual orientation, marital or civil partnership status, parental status, responsibility for dependants, pregnancy and maternity, absence from the labour market, spent criminal convictions, trade union activity, political belief, disability, physical appearance, education, social background, personal experience or any other criteria not specifically related to skills and ability
- Teliporter actively encourage applications from individuals of all backgrounds and identities. All hiring decisions are based on merit, qualifications and business needs
- We are committed to building a diverse and inclusive workplace where everyone is valued, respected and supported to thrive

## Disclaimer:

- This job description reflects a general summary of the role and is intended as a high-level overview only. It may require further clarification and should not be considered exhaustive or definitive. It serves as a guide to the primary responsibilities and areas of accountability for the position holder
- Any terms outlined in an offer letter or contract of employment will supersede this job description and any prior verbal or written communication
- This document is confidential and may not be copied, shared or reproduced in any form without written permission from Teliporter

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## For more information, please contact:

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