

Element Pictures

Finance Manager

Element Pictures is an award-winning film and television production company with offices in Dublin and London. We now seek a Finance Manager – maternity leave cover (18 month contract) to join our Dublin based Finance team. This is an exciting opportunity to be at the heart of one of Ireland's leading production companies.

Responsibilities include:

- To prepare complete, accurate and timely Monthly and Quarterly Accounts for a number of Corporate Entities. Closing off trial balance in Business Central and entering into a Parent Company SAP Finance System per entity.
- To engage with the COO and Head of Finance to produce Annual budgets and to update quarterly forecasts.
- As and if required, Timely processing of Monthly Payroll for 3 Entities (with assistance and review from Head of Finance).
- Group VAT preparation and submission (Ireland and UK companies), VIES submission for relevant group companies and RTD/P46G annual submission for Group.
- Preparation of Audit files for Multiple entities annually.
- To prepare annual 3rd Party reporting statements in a timely manner and answering any queries that arise.
- Good working knowledge of Microsoft Business Central accounting software and liaising with external support of the application for any updates/issues with system.
- To assist the Head of Finance with all ad hoc financial reporting requirements.

Key Skills required:

- Ability to work on own initiative with proven experience in a similar role
- Excellent organisational skills and communication skills and attention to detail
- Ability to multi-task and work in a fast-paced environment
- Excellent MS Office skills. Experience in Business Central, Solver and SAP systems would also be beneficial.

This is an 18-month Fixed Term Contract.

Start Date – as available

Location This role is offered on a full-time basis, with a minimum of 3 days per week in office, subject to initial training and business needs and will be based at our Dublin office 30-31 O'Connell St., D01DH58 Please send a short cover letter together with your CV to elp.employmentenquiries@elementpictures.ie Subject line: Finance Manager role

Applications close: Monday 21st April 2025

