

## **Martin Prendergast Communications: Finance and Administration Associate**



**Location:** Remote with possibility of in person working/meetings in London

**Contract:** Freelance, 2 to 4 days per month depending on workflow

### **About Martin Prendergast Communications (MPC)**

Martin Prendergast Communications (MPC) is a specialist public affairs consultancy working with arts organisations, cultural institutions and creative industry partners. We support our clients to secure funding, influence policy and develop sustainable sponsorship and advocacy strategies.

We are seeking a **Finance and Administration Associate** to play a central role in the financial management and day-to-day operations of the business. This is a trusted, finance-led position working closely with the CEO, combining hands-on financial control with high-level administrative and executive support, in an exciting, rewarding and arts-focused organisation.

This role would suit an experienced finance assistant, bookkeeper, or senior administrator who enjoys responsibility, thrives in a small consultancy environment, and is motivated by supporting senior leadership with proactive financial reporting, planning and organisation.

### **The Role**

The Finance and Administration Associate is a key operational role at MPC. You will be responsible for maintaining accurate financial systems, providing regular financial insight to the CEO, and ensuring the smooth running of the business. Acting as both finance lead and EA/Administrator, you will help underpin decision-making, cashflow management and strategic planning.

### **Key Responsibilities**

#### **Finance**

- Issuing client invoices in line with agreed payment schedules and ensuring punctual payment
- Conducting weekly reviews of Xero and cash flow forecasts, reporting clearly and proactively to the CEO
- Completing quarterly bank reconciliations in Xero, including collating receipts and matching transactions
- Supporting the development and review of annual budgets in collaboration with the CEO
- Working closely with external accountants to provide required information for quarterly VAT returns and annual Corporation Tax and Self-Assessment reporting
- Ensuring all tax liabilities are accurately tracked and paid on time

#### **Administration & Executive Support**

- Providing high-level administrative and EA support to the CEO, including diary management, scheduling meetings, and coordinating travel arrangements
- Monitoring and prioritising the CEO's inbox, drafting correspondence, and managing key communications as required
- Supporting client engagement by coordinating meetings, managing follow-ups, and tracking deliverables
- Ensuring smooth office operations, including managing documents, databases, and internal systems and processes

- Managing MPC's social media presence (primarily LinkedIn) and updating the MPC website

### **Who We Are Looking For**

- An experienced finance assistant, bookkeeper, or senior administrator with a strong grounding in day-to-day financial operations
- Demonstrable experience of financial reporting, invoicing, cashflow monitoring, and working with accounting systems
- Highly organised, methodical, and accurate, with strong attention to detail and sound professional judgement
- Confident in using Xero and proficient in Microsoft Office, particularly Excel, as well as Google Workspace
- Comfortable handling confidential financial and business information with discretion and integrity
- Able to work independently, manage competing priorities, and take a proactive approach to problem-solving
- Clear and confident communicator, with strong written, numerical, and verbal skills
- Well-suited to a small consultancy environment, where reliability, adaptability, and ownership are essential
- Committed to Equity, Diversity & Inclusion (ED&I) and aligned with MPC's values
- An interest in the arts, creative industries, public affairs and/or sponsorship, with a desire to support organisations working in this space

### **Why Join MPC?**

- Take ownership of finance and operations within a respected public affairs consultancy
- Work closely with the CEO and engage with the arts and cultural sector in a meaningful, behind-the-scenes role
- Enjoy a varied position with responsibility, autonomy, and scope to grow

**Time commitment:** approximately two to four days per month, subject to workflow.

**Day rate:** £250 per day, depending on experience

**To apply, please send your CV and a short covering letter outlining your interest in the role to [jo@martinprendergast.co.uk](mailto:jo@martinprendergast.co.uk) by Friday 20 February 2026 at 5pm.**