



Accountant (Fixed Term)

Welsh language skills are not essential for this role

Why join S4C?

At S4C, we are passionate about creating a positive, energetic, and inclusive work environment that reflects our core values:

At Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we move forward to implement the 2030 strategy. We are looking for an organised, reliable, hardworking, and enthusiastic individual who lives our core values to join our Finance team.

Job Overview

You will be responsible for content cost management activities and budget reporting, including providing professional advice to enable informed decision-making.

You will communicate effectively and work closely with your colleagues and others to ensure that we achieve our corporate objectives and creative excellence, while ensuring that we operate effectively and in line with our strategic commitments.

Please note that this role is intended for a qualified accountant. The postholder will be expected to provide technical accounting expertise and support to the wider Finance team.

The postholder may also be required to undertake duties and projects that are not specifically detailed within this job description to support the effective operation and continuous improvement of the Finance function. This job description will be amended and reviewed from time to time to reflect any additional responsibilities as appropriate.

What will you do?

As a fixed term Accountant, you will:

- Assist the Financial Controller and the Legal and Business Affairs teams with all aspects of contract finance and administration, including programming, multimedia content and other general business contracts. This will include processing payments against the budgets you are responsible for administering in accordance with relevant agreements and ensuring accurate information is available to other departments.
- Ensure reports are prepared and maintained detailing financial budgets, payments and cash flow for all content and content-related budgets across all platforms. This will include ensuring that all supplier payments are made in accordance with contractual agreements.
- Attend budget meetings as required to present and discuss financial reports.
- Ensure systems are in place to enable the production of regular reports reflecting content costs, broadcast hours, stock, payments and commitments.
- In addition to the above, prepare detailed monthly budget reports for all budgets under your control, together with any fees associated with publication across all platforms.

S4C /

- Provide professional advice and share timely information with budget holders to enable informed decision-making.
- Lead the year-end reconciliation and reporting of designated trial balance accounts (including accruals, prepayments, bank balances and leases), and prepare associated statutory disclosures, audit working papers and supporting analysis.
- Oversee and, where necessary, assist in administering appropriate payments to actors, writers, musicians and other contributors for repeat broadcasts and use across different platforms.
- Assist with audits of content productions as required.
- Prepare the monthly VAT return for S4C.
- Develop new spreadsheets to support budget management and prepare ad hoc reports as required by the Chief Financial Officer and Financial Controller.
- Deputise for the Financial Controller in their absence.
- Liaise with S4C suppliers and all other S4C departments.
- Contribute to meetings and discussions relating to your areas of responsibility and beyond, for the benefit of S4C as a whole.
- Review and sign off monthly balance sheet reconciliations, including bank, debtor, creditor and other key control accounts, ensuring all reconciling items are investigated and cleared in a timely manner.
- Review and authorise weekly payment runs, ensuring payments comply with S4C financial procedures.
- Support the development, implementation, testing and continuous improvement of financial systems and processes, ensuring business requirements are met and appropriate financial controls are maintained.
- Contribute to the development, testing and implementation of new Broadcast Management System.

As a Manager you will:

- Be passionate about creating an inclusive, active, and healthy work culture.
- Enjoy transformative change and are looking for innovative ways to take action.
- Work independently with freedom to make decisions but also enjoy collaborating with a wider team to share ideas.
- Be highly organised, with the ability to manage many details, tasks, and tasks at the same time.
- Be a strong communicator, able to explain complex terms clearly and works well with different departments, producers, and lawyers.
- Be positive and constructive, able to work under pressure and in an often fast-moving environment.

- Be precise, as Business Affairs work often involves sensitive and legal documents that require careful care and attention.
- Be professional and dependent, with confidentiality and offering an objective opinion.
- Be committed to your own personal development.
- Be a strong communicator in Welsh and English (spoken and written - language refresher support available).

You will also:

- Be aware of S4C's 2030 Strategy and ensure that you take personal responsibility to follow all our policies and procedures as required which include working within guidance on Health and safety, diversity and inclusion, data protection, financial guidance and so on.
- Contribute in a positive way towards culture and delivering on S4C's strategy.
- Contribute to and support the use of the Welsh language in the workplace.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Ensure that you work in a positive, collaborative, cross-organisational way, which develops great services for our viewers on all platforms and ensures a positive, energetic, and inclusive working environment that treats everyone with respect.

What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Working in a flexible environment within one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to improve skills and promote careers. This includes access to qualifications, in-house training, and continuing professional development programmes.
- Access to unique opportunities in the media sector including attendance at events and programme previews, panel discussions, and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with 10% contributed by S4C.
- 26 days leave plus bank holiday gradually increasing to 32 days in 9 years (pro rata if you work part time).

For an informal chat about the role please contact Elinor.Price@s4c.cymru

Personal Specification

In your application, please ensure that you highlight the skills and experience you have that are relevant to the role listed in the personal specification below and that are in line with our core values. Give clear examples that show why you are a good fit for the job.

Feature	Essential	Desirable
Qualifications	Fully qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent)	Evidence of continuing professional development

	recognised professional qualification).	
Experience	Significant experience in a finance or accountancy role. Experience of budget monitoring and financial reporting. Experience of balance sheet reconciliations, accruals, prepayments and year-end processes and audit. Experience of providing financial advice and support to budget holders and non-finance stakeholders. Experience of using financial systems and advanced Excel for reporting and analysis.	Experience of working within the media, broadcasting, public sector or not-for-profit sector. Experience of VAT preparation and compliance. Experience of supporting external audit processes. Experience of managing or supervising staff. Experience of financial systems implementation, testing or process improvement projects. Experience of SAP, Sharperlight, iDocuments.
Skills and Knowledge	Strong technical accounting knowledge and ability to interpret and apply accounting standards. Excellent analytical and problem-solving skills. Advanced Microsoft Excel skills and ability to develop financial models and reports. Strong attention to detail and commitment to accuracy. Ability to present complex financial information clearly to a range of audiences. Strong planning and organisational skills with the ability to manage competing priorities and meet deadlines. Good understanding of financial controls, governance and risk management principles.	Knowledge of content production, rights, royalties or contract finance administration. Knowledge of Welsh public sector funding and governance arrangements. Knowledge of financial reporting requirements for public bodies.
Personal Characteristics	Strong interpersonal and relationship-building skills. Proactive and solutions-focused approach.	Interest in the Welsh media sector and public service broadcasting.

	Ability to work independently and take ownership of responsibilities. Collaborative team player who works effectively across departments. Adaptable and resilient in a changing environment Commitment to high professional and ethical standards Commitment to equality, inclusion and S4C's values.	Experience of mentoring and developing colleagues.
Welsh	Appreciation of the importance of the Welsh language and culture within S4C's operating environment, and willingness to work effectively within a bilingual organisation.	Welsh language skills, or willingness to develop Welsh language skills through workplace learning opportunities.

Further Details

Location: One of S4C's Offices: Yr Egin Carmarthen, Central Square Cardiff or Caernarfon (at least 2 days in the office). Additional office attendance may be required during the initial training and induction period. You will be expected to attend/work from our other offices as required.

Salary: £42,000 per annum

Contract: Fixed term 12 months (Maternity Cover)

Probation Period: 3 months

Working Hours: 35.75 hours per week. Due to the nature of the position, flexibility is expected, including working outside office hours, some weekends and bank holidays.

Holidays: In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

Pension: Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.



Applications

Applications should be sent by **5pm on 23 October 2026** to the email pobl@s4c.cymru.

Interview Date: 3 November 2026 (location to be confirmed)

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.

Welsh Skills

Welsh language skills are not essential for this role, but they would be advantageous. We are proud to be a Welsh language broadcaster, and we expect all team members to appreciate and respect the language and culture. We support and encourage learning Welsh in the workplace, and we are looking for someone who is open to developing their understanding and appreciation of the language as part of their journey with us. An application submitted in Welsh will not be treated less favourably than an application submitted in English.