

Role Title: **Senior Finance, Payroll & HR Officer (m/f/d)**

Contract: Part Time (up to 24 hours a week), 18 months fixed term contract

Salary: 24.000,00 € - 31.200,00 € per annum

Location: MetFilm School Berlin, Oberlandstraße 26-35, 12099 Berlin

Start date: immediate

To apply for this role please send a CV and cover letter to [jobs@metfilm.co.uk](mailto:jobs@metfilm.co.uk), including the title of the role in the subject line.

## Senior Finance, Payroll & HR Officer (m/f/d)

### About the Role

This role will manage all aspects of Met Film School Berlin payment and payroll processing in order to secure lasting supplier relationships, retain positive relationships with colleagues. You will be part of a dynamic team that support a growing business undergoing digital and process transformation.

### About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programs across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

### Key Accountabilities

#### Payment Processing and Resolution

- Manage the supplier payment process end-to-end. Be responsible from recording supplier details to timely processing supplier invoices, inter-company, out of pocket, petty cash and company credit card expenses across Berlin business functions using the finance system and other systems if necessary
- To be first point of contact for resolving payment queries - respond to internal and external queries with a 48-hour turnaround in professional manner and escalate to the correct parties where necessary to ensure timely resolution

- Ensuring payments are made accurately and on time with appropriate authorisations to ensure continual good supplier and collegiate relationships

#### HR, Payroll process and compliance

- Act as a key contact for Berlin based staff and crew related HR administration, including but not limited to new starter inductions, staff absences, social security and health insurance administration
- Manage the Berlin payroll process end-to-end, liaising with external payroll bureau to ensure staff and tutors are paid accurately and on time
- Work with internal and external stakeholders to ensure that Met Film School in Berlin remains compliant with applicable local employment regulations

#### Reporting and Reconciliations

- Reconcile the bank accounts by working day 5 each month, match payments to the correct invoices and suppliers with high accuracy
- Assist in management accounts, yearly audits and provide any information required
- Perform regular supplier account reconciliations and other excel analysis as required

#### Compliance and Process improvement

- Liaise with Met Film UK teams to ensure consistency in processes such as Finance and HR, and that correct procedures are followed
- Communicate administrative processes to Berlin staff with training where necessary, and to continually improve processes to enhance business performance as a whole.
- Provide training to students and staff on payment processing and student productions
- Work with other senior stakeholders to ensure that Met Film School in Berlin remains compliant with VAT and corporation tax and applicable local regulations
- Be responsible for maintaining digital and physical archives to ensure compliance with applicable local regulations and requirements
- Act as the main administrator for Met Film School Berlin credit cards and resolve staff issues in a timely manner

### **Knowledge and Qualifications**

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- Prior experience working in an accounts payable role in a fast paced environment (min 1 year)
- Experience of management accounts or yearly accounts
- Experience with Netsuite or multiple other finance systems
- Intermediate excel skills (pivot tables, SUMIF at a minimum)

### **Behavioral competencies**

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- Communicate with a good level of spoken and written business English and German
- Possess fantastic time management skills and be flexible
- Be focused on accuracy, and have a strong ethic of self-checking
- Self-motivated to learn and improve, be willing to take on new tasks as required