



Division: Universal International Studios (UIS) a division of Universal Studios Group (USG)
Position: VP Production Finance
Reports to: SVP Production Finance, London
Location: London

Key Relationships: Universal International Studios Production Finance Team including: SVP Production Finance, Production Finance Executives across Scripted & Non-Scripted, UIS Production Team including Heads of Production, UIS Financial Planning & Analysis team, Controllershship team, other Finance Directors, Production Executives, NBCU Treasury & external banking partners, Freelance Production Accountants & Producers.

ABOUT US

Universal International Studios' key objective is to produce the highest quality programming including strong International content to exploit globally on our NBCUniversal channels and platforms and external linear and SVOD platforms.

The Studios include the production slates of Universal International Studios, Carnival Film & Television, Working Title Television, Heyday Television, Matchbox Productions & Monkey Kingdom Ltd.

Our recent Slate includes Carnival's "Downton Abbey" movies and TV Series, "The Day of the Jackal", "The Last Kingdom" (Netflix) and "The Day of the Jackal" (Universal & Sky). Heydays "Apples Never Fall" (Peacock) & "The Capture" (BBC). Working Titles "We are Lady Parts" (C4), "Everything I know about Love" (BBC) & "Too Much" (Netflix). Matchbox Productions "La Brea" (NBC), "Stateless" (ABC & Netflix). UIS's "Dodger" (CBBC) & Monkey Kingdom's "Made in Chelsea" (C4) & Real Housewives of Cheshire" (ITV).

JOB OVERVIEW

The VP Production Finance will be accountable and run Production Finance & Accounting decisions for multiple TV Production Studios within Universal International Studios, across a diverse slate of Scripted and Non-Scripted Production Series

The successful applicant will join a Universal International Studio's team of Production Finance Executives, Controllers & Accountants led by SVP Production Finance in London and work with the Universal Studio Creatives, Business & Legal Affairs, Production & Finance teams to develop, greenlight and deliver the Production Slate.

They will be required to work closely with Universal Studios Group Production Finance & Production teams based at Universal Studios, Los Angeles, and across Productions that are developed in the USA but produced outside.

They will help recruit, train, and manage a team of local Freelance Financial Controllers & their interactions with Universal Finance.

A successful candidate will provide first rate Production Finance & Accounting experience, skills, and practices to achieve the divisions key objectives and performance targets and will be a Senior Administrator on key group accounting systems to ensure effective governance in accordance with corporate mandates and protocols.

Our head office is in Los Angeles. Our Production Studios are based in UK & Australia. Our International Productions are based all over the world currently including UK, Hungary, Australia, Croatia, Spain, Bali, Canada, and USA. This position will require effective communication with all teams and cultures and may require occasional travel to these offices and & other overseas production offices.

KEY RESPONSIBILITIES & SKILLS

- Lead, build and maintain on our Production Finance relationships with all our key Production Studios in the Universal Studio Group to achieve and drive our Production Slate targets.
- Influence and manage key stakeholders across USG.

- An ability to conceive, write and adapt International multi-episodic TV Production budgets, schedules & finance plans for developing projects based on early creative materials and to learn and compare with previous productions within the group. Review those and other's production budgets, finance plans & schedules to provide key information & opinions for our Greenlight committee.
- Deputise for the SVP in Senior Leadership meetings and Greenlight meetings where necessary and develop lines of communication and reporting with USA colleagues in Production Finance and Production in the wider USG group.
- Provide Tax Credits opinions that feed into Greenlight Committee recommendations and advise on risks and opportunities.
- Identify and manage production currency risks and opportunities by building and executing FX strategies in conjunction with NBCUniversal Treasury.
- Lead and be accountable for UIS Production investments, and the control of cashflows, loans drawdowns and repayments that deliver on Greenlight mandates.
- Lead and take ownership of the revenues and tax credits rebates associated with those mandates.
- Oversee contingency, breakage & overage approval processes, review cost reports and escalate issues to Senior Management in London and Los Angeles, where material.
- Develop and oversee the in-house Production Accountant teams.
- Develop and maintain good UK & US Guild relationships and payrolls in conjunction with our payroll providers.
- Develop NBCU financial guidelines & procedures, and train personnel and manage those guidelines & procedures, throughout the life of the Production.
- Effectively develop, review, administer robust Production Finance systems, such as budgeting, cashflow, payroll, purchase order & accounting systems within the framework of Universal's Protocols and Procedures.
- Create and instigate best working practises across the whole group.
- Work with the wider team to recruit and nurture a pool of freelance Production Accounting talent, schooled in NBCU practices.
- Responsible for effective financial control, ensuring that all approval matrixes, banking matrixes & user profiles are in accordance with company mandates and fraud and compliance policies.
- Provide comprehensive support to our Formats team in accounting and cost reporting against Format titles.
- Lead the monthly, quarterly, and year-end financial process with the support of the Production Executives in accordance with international accounting standards and NBCU rules and regulations.

BUSINESS EXPERIENCE

Successful candidates should be able to demonstrate:

- Broad experience in International scripted and non-scripted Production Finance at a production strategic & executive level and across many Broadcasters and SVOD Platforms. Further experience of US production would be a bonus.
- A first-class knowledge of International multi-episodic TV budgets in both Scripted & Non-Scripted production.
- A solid understanding of US Style Amort & Pattern budgets.
- Wide knowledge of US & UK Guild Payrolls for key talent such as cast, directors and writers.
- Practical International TV production experience in many TV genres such as on multi-episodic overseas International Dramas, Comedy, Light Entertainment and Reality programmes.
- Financial confidence as a strategic team member in a large corporate environment. Multinational Studio experience a strong plus.
- A detail-oriented, methodical approach to handle multiple productions at the same time, able to assess strengths and weaknesses of various positions and advise accordingly.
- Ability to recognise and respond quickly and pragmatically to urgent situations and to demanding internal and external clients.
- A pro-active approach to work and an ability to learn, change & innovate to changing strategies.
- Great integrity, accuracy, and pride in execution with a strong commercial sense and a drive to maximise value.
- Confident, concise, and persuasive verbal and written communication skills at Executive level.
- Be resourceful, intellectually curious, and eager to take on new challenges in a demanding environment.
- Practical experience of international production accounting IT systems such as Eclipse and PSL+, budgeting experience in Movie Magic, and payroll experience including UK & US Guild talent such as WGA, Equity, SAG, DGA.

The responsibilities and skills associated with this position are not limited to the above job description and may be modified at any time by the Company.