

NINE ARCHES PRESS: Finance Manager

Job Description

Job Title: Finance Manager

Job Terms: Permanent

Responsible To: Director / Editor

Hours: 0.2 Part time, 8 hours per week. This position will be subject to a six-month probationary period.

Office Base: Rugby, Warwickshire, UK with remote working as option.

Salary: Open to Freelance / Pro Rata £29- £31k dependent on experience.

Context:

Nine Arches Press was founded in 2008 and is a growing independent publisher of contemporary poetry based in Rugby, Warwickshire. We have published over 120 books of poetry, thirty issues of our magazine *Under the Radar*, and are responsible for a busy programme of events, workshops, writer development and mentoring. Our publications have been shortlisted for awards, including the TS Eliot Poetry Prize and the Forward Prize for Poetry. Nine Arches Press is one of Arts Council England's National Portfolio Organisations 2023-2026.

Purpose of Post:

The Finance Manager post at Nine Arches Press is responsible for:

- The entire accounting function of Nine Arches Press using QuickBooks Online
- Collating the monthly sales from our distributors reports and our website sales
- Managing the bank, making payments on time and monthly reconciliations
- Providing detailed financial reports for analysis and regular completion of Arts Council forms by the Director.
- Management and calculation of annual royalty statements for payments to our poets.
- Management of our Copyright Permissions systems and payments.
- Weekly updates for the Director on all financial and related matters
- Liaising with suppliers where required.
- Preparation of year-end figures to include reconciliation of control accounts for submission to our Accountants to complete our annual accounts.
- Liaising with our Accountants when necessary
- Assisting in general administrative duties.

Person Specification: Finance Manager

The successful applicant will be a reliable, enthusiastic individual with excellent organisational skills. They must be skilled and confident in working with QuickBooks and Excel, and be familiar with other computer systems, applications and platforms (i.e. email, Zoom, Dropbox). They should also be confident, clear communicators, able to resolve problems and find solutions when issues arise, and be able to explain financial matters with clarity.

They will have the ability to manage their own workload, work efficiently and accurately and be confident in working on their own in addition to working effectively with freelance artists, and accountants and colleagues in the publishing trade when required.

Previous knowledge or experience of publishing and book sales is highly desirable, and an awareness of sales and of working in an Arts Council England funded organisation and the responsibilities of funding reporting would be an advantage. They will show willingness to be an integral part of our small but growing organisation and ability to adapt to new systems and ways of reporting.

There will be an extended handover period provided and the successful applicant will be expected to work in our Rugby office alongside our existing finance manager to learn our financial systems and the procedures for sales reporting.

This role is open to consideration as both a Freelance or Permanent contract, and the expectation is for it to be mostly worked remotely, with requirement to attend some meetings or work in person at our office address when required. A Freelance candidate must hold a licence to practice, an ICO Data Protection certificate and be a member of a governing body such as the Institute of Certified Bookkeepers, The Association of Accounting Technicians, The Institute of Accountants and Bookkeepers or any other HMRC recognised organisation.

The successful applicant will benefit from working with an independent publisher which is resourceful and dedicated, and at a vital stage in its development. With a 15 years' worth of expertise, we are looking to build upon recent growth and achievements. We are looking for a skilled, and experienced candidate for this post to join us and help maintain the financial abilities and sales reporting and that is key to our future success.

Nine Arches Press can offer permanent contract (where role is worked pro rata), with work from home flexibility, holiday entitlement, time off in lieu and automatic enrolment into a Work-Based Pension.

Desired/Essential Qualities and Attributes in More Detail:

Knowledge:

	Essential	Desirable
Excellent knowledge of QuickBooks accounting software	✓	
Knowledge of Excel	✓	
Knowledge of publishing industry		✓
Awareness of wider literary / arts sector or funded organisations		✓

Work Skills:

	Essential	Desirable
Able to manage workload and work to deadlines	✓	
IT Skills: confident user of Excel and Quickbooks	✓	
Ability to maintain and update data	✓	
Ability to use email and video calls for effective communication	✓	
IT Skills: confident user of email and other apps, platforms and systems		✓

General Skills/Attributes:

	Essential	Desirable
Confident communicator in writing, in person and online.	✓	
Strong organisational skills.	✓	
Reliable, trustworthy and responsible.	✓	
Able to work on their own initiative.	✓	
Able to develop and adapt financial systems.		✓

Experience:

	Essential	Desirable
Experience of working in financial / bookkeeping management.	✓	
Experience of working with sales reports.	✓	
Experience of working with wide range of clients.		✓
Experience of wider literary / arts sector.		✓

Education & Qualifications:

	Essential	Desirable
Educated to A Level or equivalent, with A-C grade qualification in Maths.	✓	
Relevant professional memberships where relevant, e.g minimum Level 2 certification from The Association of Accounting Technicians, The Institute of Certified Bookkeepers, The Institute of Accountants and Bookkeepers or any other HMRC recognised organisation.	✓	
If freelance must hold a licence to practice, be a member of a governing body such as those above.	✓	
Educated to Degree Level or equivalent.		✓

How to Apply:

Please send by e-mail a covering letter outlining your suitability for the position in reference to the Person Specification and Desired/Essential Qualities and Attributes, plus a **Curriculum Vitae** in the first instance, to:

Jane Commane, Director / Editor, Nine Arches Press.

Please send applications by email to: mail@ninearchespress.com

Deadline for Applications is **5pm on Monday 15th May 2023**

Shortlisted applicants will be contacted by 5pm on Thursday 18th May by email.

Those shortlisted will be invited for interview at our office in Rugby on **Tuesday 23rd May**. and must ensure they are available to attend interview when applying for this post.

Please note that you must be available for handover training dates in person, in our Rugby office, in June 2023. Please ensure you will be available for these dates when applying.

Please note that our offices are disabled accessible.

Nine Arches Press regrets that in the event of a large volume of applications we may not be able to contact non-shortlisted applicants or offer individual feedback.

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