

## HEAD OF FINANCE

Reports to: Chief Executive Officer

Job type: Permanent, full time (34.5 hours) Flexible working options available

Location: Bloomsbury, London

Remuneration: £45-50,000 pa depending on experience, plus benefits



*\*Fantastic opportunity to assist with the operational and strategic direction of this growing membership organisation\**

**The Society of Authors (SoA) is looking for a Head of Finance to deliver the finance function and provide operational and strategic support to the CEO and the business. An exciting opportunity to join this growing trade union as it moves into new premises and to assist in the creation of a new 5-year strategy and financial plan.**

## Who we are

The SoA is a highly regarded and progressive trade union for all types of writers, illustrators, scriptwriters and literary translators. We have been advising individuals and speaking out for the profession for more than a century.

With over 10,500 members and 25 staff, the SoA provides unlimited, free advice on all aspects of the writing profession, including the confidential, clause-by-clause vetting of publishing agreements, publications and a wide range of benefits.

The SoA exists to empower authors through campaigning, professional training, events, conferences, regional and special interest groups and community networks. We also manage around 15 charities which provide prizes and grants to writers, as well as managing over 50 literary estates.

## The role

Reporting to the CEO, the Head of Finance is responsible for delivering all aspects of the finance function across the organisation and to the ancillary charities and estates, as well as providing advice, training and support to the operational teams, senior management and the Management Committee.

The Head of Finance will assist the CEO on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The successful candidate will lead on the digitisation of all accounting procedures and ensure the finance function runs smoothly throughout this implementation. The Head of Finance will work closely with the membership services team to provide excellent and seamless services.

This role would suit an experienced financial controller who will enjoy the challenge of developing the finance function. The successful candidate will be a confident and effective communicator with exceptional influencing skills and a proactive, hands-on approach. Proven experience of providing comprehensive day-to-day financial management, budgeting and reporting is key, as well as the ability to see the bigger picture and drive change through system and process improvements.

### KEY RESPONSIBILITIES INCLUDE:

- Maintaining the financial function for the organisation, creating and maintaining the online accounting systems to ensure adequate financial records are kept digitally.
- Providing leadership and direction as it relates to the finance function at the SoA to ensure high quality systems and processes are in place, in line with best practice.
- Managing the finances of 15 charities/funds for the organisation.
- Providing the CEO with operating budgets and forecasts for the organisation and its 15 charities/funds.
- Providing management accounting and reporting, including the development of informative management reports, budgets, forecasts, financial modelling and commentaries to the senior management team and Management Committee.

- Ensuring adequate controls are in place to safeguard the financial assets of the SoA and that substantiating documentation is approved and available.
- Ensuring adequate cash flow to meet the SoA's needs in consultation with the CEO and SoA's investment managers.
- Compliance with all contractual and legal requirements, including:
  - Interpreting legislative and tax rules and regulations to ensure compliance with all guidelines;
  - Submitting all tax and other returns, including charity and trade union Certification returns;
  - Managing the SoA's partially exempt VAT status, including digital VAT returns;
  - Ensuring that all government regulations and requirements are disseminated to appropriate personnel;
  - Monitoring compliance.
- Managing and coordinating all financial reporting activities for the organisation including: organisational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organisational and contract/grant budgets.
- Producing monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by the senior management team and the Audit/Finance Sub-Committee and Management Committee.
- Attending Board and Sub-Committee meetings; being the lead staff member on the Audit/Finance Committee.
- Monitoring banking activities of the SoA: overseeing and managing all financial activities of the organisation.
- Implementing the timely calculations of staff salaries, pensions and other benefits.
- Coordinating the activities of the SoA's independent auditors, ensuring all audit issues are resolved, compliance issues are met and the annual financial statements are prepared.
- Maintaining Accounts Payable and Accounts Receivable and ensuring a disaster recovery plan is in place.
- Assisting with the negotiation and procurement of all contracts in liaison with the Office Manager.
- Maintaining business insurance plans.
- Maintenance of the inventory of all fixed assets in accordance with regulations.
- Managing and advising on investments and attending meetings with the SoA's financial advisers.
- Training and developing staff teams in relation to budgeting and basic financial management.

The duties above outline the broad areas of responsibility of the role. The SoA reserves the right to vary these duties to suit the requirements of the business.

In return, the role offers an excellent benefits package including flexible working hours, generous annual leave entitlements, pension plan and private healthcare options.

The culture of the organisation is inclusive, friendly and supportive. The ideal candidate will be someone looking to contribute positively to such an environment. This role offers an excellent opportunity for someone to put their stamp on the organisation.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

A qualified accountant or experienced and ambitious bookkeeper with up-to-date knowledge of:

- All accounting and compliance requirements;
- Tax and charities law, including a good understanding of partially exempt VAT status;
- Digitisation of VAT returns and other processes;
- Modern office software, particularly Microsoft Office Suite, Sage software and confident in the use of databases;

- The not-for-profit sector and charity law;
- Leading a finance function comprehensively.

The ideal candidate will be skilled at:

- Creating and assessing financial statements and budgeting documents;
- Communicating effectively in written and verbal form;
- Recognising and being responsive to the needs of those interacting with the SoA: members, staff, those commissioned to work with the SoA and funding organisations;
- Fostering and cultivating business opportunities and partnerships.

Experience working for a membership organisation, trade union or charitable organisation is highly desirable.

For further information about this role please contact Anna Ganley at [AGanley@societyofauthors.org](mailto:AGanley@societyofauthors.org). To apply, email your CV, supporting statement and current remuneration by **31 January 2019**.