

Vacant Post, New Welsh Review, Finance & Administration Officer

Desired Skills, Qualities & Experience:

High level of numeracy and superb organizational skills; proactive attitude and ability to stay on-task independently; ability to present financial information and statistics, both verbally and within reports.

Remuneration:

Finance & Administration Officer: £7900 (salary for 14 hours/week)

Terms:

Permanent contract, subject to 3-month probation period and a WBC funding agreement which expires in March 2019.

Job Description:

The Finance & Administration Officer is responsible for planning and managing budgets, as well as administering all aspects of subscriptions and sales of New Welsh Review. In the latter regard, you will be expected to co-ordinate your work with that of the Company's Marketing Consultant.

In addition, the Finance & Administration Officer is responsible for the magazine's business management, in liaison with the accountant. This role is offered on a salaried basis, working 14 hours/week from our Aberystwyth office in Aberystwyth University.

Commencement Date

7 April 2015 if possible

JOB SPEC, FINANCE & ADMINISTRATION OFFICER

- Prepare address labels for each issue of the magazine and ensure that subscribers, contributors and advertisers are mailed their copies in a timely manner by the printers; prepare and send copies for overseas subscribers and contributors from the office.
- Monitor retail sales of the magazine through our distributor, the Welsh Books Council.
- Keep an accurate record of retail and other sales on the database and ensure that the distributors are sent invoices and credit notes as appropriate.

Finance and Administration:

- Set and monitor New Welsh Review's annual budget and report quarterly to the Board of Directors.
- Monitor and manage cash flow.
- Administrate the day-to-day finances of the magazine, including raising and ensuring payment of all invoices, ensuring payments to creditors are made in a

timely manner, banking all payments received, and keeping accurate records of income and expenditure.

- Complete and submit to HMRC the quarterly VAT returns.
- Complete and submit, monthly, the PAYE and National Insurance Contributions.
- In liaison with the accountant, ensure that all legal financial requirements are met e.g. that the accountant has all the information necessary to complete the annual accounts and audit to time; check the draft annual accounts for accuracy, particularly in relation to income and expenditure (profit and loss account); ensure any Corporation Tax owing is paid.
- In liaison with the accountant, arrange the payroll for New Welsh Review staff and freelancers, and ensure that staff are paid by an agreed date; make timely payments to HM Revenue and Customs for tax and NI owing, and complete any end-of-year paperwork for HM Revenue and Customs as supplied by the accountant.
- Deal with any other necessary matters arising.

Funding:

- In collaboration with the editor, fulfil funding obligations, in particular to New Welsh Review's main funders, the Welsh Books Council.

Reporting: directly to the Editor.

The main duties of the role are:

Subscriptions and sales

- Maintaining a high level of customer service, deal with all administration relating to subscriptions e.g. keeping subscription and payment details up to date on the database (Filemaker Pro), processing payments, corresponding with subscribers as necessary, including acknowledging subscriptions, sending renewal reminders, monitoring standing order payments and responding to queries. Ensure that subscription information, including details of any offers, is up to date on the website and that online payments are functioning correctly.
- Investigate and execute the establishment of direct debit subs and encourage their takeup
- Monitor and service universal and digital subscriptions in conjunction with Exact Editions
- In collaboration with the editor, compile and complete funding application to the Welsh Books Council as part of a two or three-year funding cycle (the next magazines' funding application is due in autumn 2018 for renewal in April 2019).

Board of Directors:

- Arrange and attend quarterly board meetings in order to report on financial matters. Deal with all board paperwork e.g. prepare the agenda and take and promptly distribute minutes; ensure complete and accurate records of all board meetings are kept in the New Welsh Review office.

- Ensure that information required by Companies House is kept up to date, including the appointment and termination of Directors, and completing the annual return.

Other duties:

- In collaboration with the editor, give support to and ensure a suitable workload for any temporary staff, including those on a work experience basis.
- Where possible, research and develop funding and sponsorship opportunities for the magazine.
- Perform any other duties as directed by the Board.