

Job Description

Finance Manager

Location:	English PEN Office
Reports to:	Director, English PEN
Contract:	Part-time permanent
Hours:	2.5 days a week, generally to be worked between the core hours of 9am and 6pm Monday to Friday
Salary:	£38-40k per annum pro rata, qualified by experience

English PEN is the founding centre of PEN International, a worldwide writers' association with 130 centres in more than 90 countries. English PEN works to promote literature and the right to freedom of expression through a range of campaigns, events, projects, and publications.

English PEN is now seeking a Finance Manager, with experience of working in charity finance, to support and develop this work. This is a part-time post at the heart of English PEN's small but busy London office. The Finance Manager will report to the Director, and work closely with the Head of Operations, Administration Assistant, Head of Development, the Treasurer and the Finance and Audit Committee (FAC).

English PEN celebrates the diversity of literature and envisions a world with free expression and equity of opportunity for all readers and writers. This role plays an essential part in achieving this vision.

English PEN wishes to encourage applications from candidates who are under-represented in the creative industries.

JOB PURPOSE

To manage all aspects of financial management ensuring accurate accounting, payroll, annual and management accounts, grants, budgets and management of cash resources, providing information for Board and the staff team, liaising with the Treasurer, FAC and auditors, flagging key issues to the Director.

Key Responsibilities

1. Prepare, monitor and control budgeting and forecasting processes. This will entail:
 - a. Working with the Director and staff to prepare business plan, quarterly management accounts, annual budgets and forecasts as required to meet the needs of the Board and other Stakeholders (including Arts Council England and other funders).
 - b. Assisting staff in the preparation of budgets; prepare reports allowing staff to control and report on financial aspects of their areas of responsibility.
 - c. Working closely with Head of Development to create systematic processes to monitor and report against forecasted income and expenditure.

2. Provide clear and timely management accounts to the senior team, Finance & Audit Committee and Board of Directors.
3. Prepare papers for and attend Finance and Audit Committee meetings, taking minutes of the meetings.
4. Maintain financial records in Xero including preparation of invoices for customers/clients, processing supplier invoices, cash and banking transactions, including online banking, payroll and PAYE.
5. Ensure payments are made in a timely and controlled fashion.
6. Manage the monthly payroll and payment of monthly salaries
7. Administer the pension scheme ensuring compliance with auto-enrollment.
8. Liaise with English PEN's bankers and HMRC.
9. Prepare the annual statutory accounts and management of the annual audit.
10. Anything else as requested by the Director or Chair of Trustees.

PROFESSIONAL COMPETENCIES

1. Fully qualified or part qualified member of one of the major accountancy bodies.
2. Relevant experience of the charitable sector and detailed knowledge of any Statement of Recommended Practice ("SORP") issued by the Charity Commissioners.
3. Experience of charity financial management at daily as well as company/strategic level and experience of managing numerous project budgets.
4. Excellent communications skills, both in writing and verbally.
5. Experience of using Xero or similar accounting packages. Competence in Microsoft Office products (including Word and Excel).
6. Experience of administering Gift Aid claims.

PERSONAL COMPETENCIES

1. Ability to work closely with Director, staff team and the Board of Trustees.
2. Has open two-way discussions with others, shares information, and actively responds to suggestions.
3. Takes responsibilities for own work within the overall goal, shows flexibility and positive attitude.
4. Proven experience and understanding of good internal control standards.
5. Takes timely decisions, seeks ideas from others regardless of hierarchy.
6. Focuses on team contribution to achieving English PEN's business plan and strategy.
7. Sets, implements, tracks and reports against appropriate performance and development objectives.
8. Ability to deal with sensitive issues and to demonstrate strict confidentiality.
9. A commitment to the principles of diversity and equality and to implementing these within all areas of work.

DESIRABLE

- Knowledge of English PEN's work, mission and values
- Experience of working in the arts and cultural sector
- A passion for literature and/or the arts

Summary Terms & Conditions

Salary

£38–40k per annum (pro rata).

Hours of work

This is a part-time post and the postholder will be expected to work 17.5 hours per week on average, generally between the core office hours of 9am to 6pm Monday to Friday.

Due to the nature of the role, it may occasionally be necessary to work some evenings and weekends in order to fulfil the role successfully. English PEN does not pay overtime allowance but time off in lieu (TOIL) may be taken by agreement with your line manager and in accordance with the Staff Handbook.

Flexible working

English PEN is committed to offering flexible working where possible and by agreement.

Location

The post is based at English PEN's London office in Holborn. Some local and national travel may be required. The postholder may sometimes need to work remotely.

Annual Leave

Paid annual leave of 25 days per annum pro rata plus eight public holidays pro rata.

Pension

English PEN operates a group personal pension scheme which is open to all employees. Membership will be by auto-enrolment three months after the starting date.

Probationary period

There will be a probationary period of three months.

Expenses

You will be reimbursed for all reasonable travel, accommodation and other expenses which are wholly, exclusively and necessarily incurred in relation to the performance of your duties and responsibilities, in line with English PEN's expenses policy.

Notice Period

Following the successful completion of a three-month probationary period, three months' notice is required. During the probationary period, two weeks' notice is required on either side.

Policies and Procedures

You are required to comply with all the policies and procedures stated in the staff handbook and as provided by English PEN.

Equal Opportunities

English PEN is committed to equality of opportunity in all its activities and employment practices. As such we currently ask applicants to remove any personally identifying information from their CV's and cover letters.

How to Apply

To apply, please upload the following three documents to:

recruitment@englishpen.org

1. Your CV (NB please ensure this is anonymous removing any identifying information)
2. A covering letter telling us why you are interested in the role and explaining how your knowledge, skills and experience made you a suitable candidate (again please ensure any identifying information is removed)
3. An equality monitoring form

Deadline for applications: **12 noon, Wednesday 29 May 2024**

Interviews are likely to take place during the week of **Monday 10 June 2024**

Please note, applicants must be current UK residents with a legal right to work in the UK.