

JOB DESCRIPTION

Vacancy Reference:	
Job Title:	Finance and Business Manager
Institute / Department:	University of Wales Press
Grade / Salary:	In region of £42k/ contact dj.medway@head4talent.com
Hours / FTE:	Full Time, 35 hours per week
Contract type:	Permanent
Location:	Cardiff/flexibility may be considered
Reporting to:	Director of the Press

MAIN PURPOSE OF JOB

This key role covers all aspects of financial and business management, and the operational tasks necessary, for the efficient running of the Press. Whilst the main focus will be the Press' financial efficiency and effectiveness, the post holder will contribute to the strategic and operational direction of the Press as a member of the management team, providing an opportunity to make real commercial and financial impact. The post will work closely with and have reporting responsibilities of Press finances to the University's Head of Finance. As with all roles at the Press, the size of the organisation means that the duties also include some general administrative and processing tasks.

UWP operates bilingually in recognition of the importance of offering a competent service in both Welsh and English.

MAIN DUTIES

Press Finance

- Prepare monthly management accounts and reports for the Director, University and Press Advisory Board including profit & loss, balance sheet and a cash flow forecast as well as a narrative report to accompany these reports, and liaise with the University's central finance function, as and when required.
- Manage all finance-related aspects for the Press, such as the processing of sales ledger transactions, invoices, credit notes, wip, expenses, purchase ledger transactions, credit accounts, bank income, petty cash etc.
- Work with colleagues within the University's central finance function on key tasks, including supporting year end accounts closure and auditing, monthly control account reconciliations and ad hoc projects.
- Provide other ad hoc business information as required by different departments within the Press to support decision making.

Budget

- Set the annual budget for UWP including the Calon imprint (brand) in collaboration with all departments and the Director, ensuring alignment with organisational goals and financial objectives.
- Work closely with departmental heads to gather input, forecast needs, and allocate resources

effectively.

- Review and analyse financial performance quarterly, providing detailed reports and insights to the Director and relevant stakeholders.
- Make accurate financial projections based on current performance and future trends, ensuring informed decision-making and strategic planning.

Strategy & Analysis

- Produce estimates of Press income and expenditure and forecasts for the operations in conjunction with the Director and other staff.
- Proactively contribute to the success of the Press by providing and interpreting financial information to assist all departments and the Director in their decision making by identifying commercial trends.
- Contribute to strategic recommendations for cost efficiencies, process improvements and opportunities for growth of the Press.
- Monitor income and expenditure rigorously against approved budgets and advise departmental managers and the Director regularly on savings, improvements and efficiencies which could be achieved.
- Ensure sound systems of internal controls and check in accordance with the requirements of the University's Financial Regulations and the specific needs of the Press.
- Proactively engage with the challenges facing a not-for-profit academic publisher.

Operations

- Manage and monitor all aspects of Press stock holding at outsourced distributors and liaise closely with the Global Sales Manager to ensure adequate stock levels are maintained, and prepare monthly stock valuation, and run the stock write-down program as required.
- Operate and contribute to continual improvement of the finance, Publishing Management System (PMS) and other systems used by the Press.
- Maintain the asset register/inventory records for the Press.
- Support operational business change by taking an active role in ensuring processes are fit for purpose, streamlined and adopted across the Press e.g. during PMS migration
- Lead and facilitate key operational responsibilities for the Press including Health and Safety compliance; procedures; risk register; FOIs, IT provision and; other compliance requirements as set out by the University.

Publishing

- Liaising with external partners, collate sales data for input into the PMS system for sales reporting and royalties distribution.
- Carry overall responsibility for financial data accuracy in the PMS system and lead the royalty run, ensuring timely and accurate payments to authors.
- Contribute/oversee the financial aspects of grants applications to funders and for collaborative projects when required.
- Contribute to strategic plans as a member of the Press management team, including financial scrutiny in discussions for the signing off of new proposals.
- Proactively explore and engage with new business ideas and concepts that supports the Press to achieve its business objectives.
- Scrutinise and authorise project sign offs at Handover and Pre-Press stages, raising any changes beyond tolerance to the Director.

Other

- Implement continuous operational improvement and development through a process of assessment, review and evaluation, developing and implementing appropriate procedures in liaison with the Director.
- Work with the Director to instil greater commercial awareness and understanding in all staff at the Press and to assist them in their decision making.
- Represent the University of Wales Press as a senior manager as and when required, deputising for the Director where relevant.

- Undertake any other finance, commercial or sales administration duties requested by the Director and, where applicable, the University's Head of Finance.
- Prepare/present reports for the Director, Advisory Board meetings and others as required

This role description is not intended to be an exhaustive list, and will be subject to regular review in light of changing professional demands. The post-holder will be expected to be flexible in the performance of their duties.

GENERAL DUTIES

- Participate in and contribute to the collaborative and supportive team culture at the Press
- Fulfill all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by undertaking training, and taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards
- Cover for any colleagues as reasonably required

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications	1) Qualified accountant or candidate with a broad range of financial management experience at a responsible level/ 'qualified by experience' 2) Educated to degree level or equivalent.	
Experience, Knowledge, Skills and Competencies	3) Relevant experience in a challenging commercial or not for profit organisational setting at a responsible level 4) Knowledge of different accounting software and ability to apply that knowledge to systems used at the Press 5) Broad range of financial management skills 6) Commercial operations skills and a keen interest in business development 7) Excellent organisational skills, including the ability to assess priorities, work independently without supervision, the capacity to	11) Team management skills 12) Professional/ Management qualification. 13) Evidence of continued professional development 14) Previous experience/knowledge of the publishing industry 15) Knowledge of the UK Higher Education sector 16) Welsh language skills or willingness to learn

	work under pressure, to meet deadlines and deal with a multiplicity of tasks. 8) Ability to formulate, understand, interpret and advise upon complex data and information. 9) A willingness to support others, and demonstrate ability to work effectively as part of a team. 10) High degree of professionalism and commitment to excellent customer service, internally and externally	
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To enquire or apply, please contact DJ Medway at dj.medway@head4talent.com

Closing date: 10 November 2025