

**FINANCE AND BUSINESS MANAGER**

**FURTHER PARTICULARS**

Applications are invited for the above post based at the University of Wales Press in Cardiff.

The University of Wales Press is seeking to appoint a Finance & Business Manager. This key post is part of a small senior management team and will play a crucial role in helping the Press achieve its business objectives.

This role would suit a commercially astute individual who is not only able to make effective financial and strategic judgements but who is also interested in working in a stimulating industry and keen to make a real difference to the operations of a small bilingual academic publisher.

Responsibilities will include preparation of management accounts and budgets, reporting and analysis from the accounting system and providing proactive advice to the senior management team of the Press. The role will report Press finances, and provide additional support, to the University’s central finance function. There may also be opportunities, for the right candidate, to further develop the role within the central finance function.

Previous financial experience is essential, and a broad range of experience is as important as the level of financial qualification required for this wide ranging post.

Previous publishing experience or Welsh language skills are desirable, but not essential for the right candidate.

Salary is negotiable but the salary range for this post is £31,000-£36,000. This is a permanent post.

**METHOD OF APPLICATION**

Application should be by application form, and the application form and application form guidance are available at: [https://www.wales.ac.uk/en/AboutUs/Vacancies/VacancyApplicationForms.aspx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wales.ac.uk%2Fen%2FAboutUs%2FVacancies%2FVacancyApplicationForms.aspx&data=02%7C01%7C%7C7d0e951690814628a4e308d7b62a7523%7C4e0f11f9046e45059cb8db2152311e21%7C0%7C0%7C637178165778822059&sdata=z9%2Fl%2BXaPsCgZZRzrqZdNJ7EOfeNU90uXgU5BxkvqLG8%3D&reserved=0)

Details on our privacy policy are available at: [https://www.wales.ac.uk/Resources/Documents/Vacancies/VacancyRelatedForms/UW-job-applicant-privacy-notice-final.pdf](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wales.ac.uk%2FResources%2FDocuments%2FVacancies%2FVacancyRelatedForms%2FUW-job-applicant-privacy-notice-final.pdf&data=02%7C01%7C%7C7d0e951690814628a4e308d7b62a7523%7C4e0f11f9046e45059cb8db2152311e21%7C0%7C0%7C637178165778822059&sdata=XjqrJcv2Zhk5esUNvwMIAJ9NJpNL0HcKP%2BhQpvKaerk%3D&reserved=0)

All applications should be addressed to the Human Resources Manager, University of Wales, University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS. They should be enclosed in an envelope marked “APPOINTMENT - STRICTLY PRIVATE AND CONFIDENTIAL”, and must be received by **Monday 9th March 2020**. Alternatively, applications can be submitted via email to [jobs@wales.ac.uk](mailto:jobs@wales.ac.uk).

The University reserves the right to consider persons other than those who have submitted applications.

Applicants not called for interview within one month of the closing date should consider their application

to have been unsuccessful.

Please note that feedback is unable to be provided to applicants who are not shortlisted for interview.

**THE UNIVERSITY IS AN EQUAL OPPORTUNITIES EMPLOYER**

 

**Job Description**

**Job Title: Finance and Business Manager**

**Reporting to: Director of the Press**

**Overview of the role**

This key role covers all aspects of financial and business management, and the operational tasks necessary, for the efficient running of the Press. The role is part of the senior management team at the Press, reporting into the Director, with reporting responsibilities of Press finances to the University’s Head of Finance. Whilst the main focus will be to ensure that the Press’ operations are effective, efficient and successful and to contribute to its strategic and financial development, the size of the organisation means that the duties also include general administrative and processing tasks, as is the case with other senior roles at the Press. Close collaboration with the University’s central finance function will be key, which may lead to future development opportunities for the right candidate.

**Duties:**

The following is not an exhaustive list of individual tasks but an overview of the areas of responsibility that this role entails.

**Finance**

* Prepare monthly management accounts and reports for the Director and Press Sub Committee 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 their decision making.

**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 Sales and Marketing Manager to ensure adequate stock levels are maintained and prepare monthly stock valuation, and run the stock write-down program as required.
* Maintain, operate and continually improve the finance, MIS (Klopotek) systems used by the Press.
* Maintain the asset register/inventory records for the Press.
* Lead and facilitate key operational responsibilities for the Press including Health and Safety compliance; 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 MIS system for sales reporting and royalties distribution.
* Carry overall responsibility for financial data accuracy in the MIS system and lead the royalty run, ensuring timely and accurate payments to authors.
* Lead on 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.

**General**

* To implement continuous operational improvement and development through a process of assessment, review and evaluation, developing and implementing appropriate procedures in liaison with the Director.
* To 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.
* To represent the University of Wales Press as a senior manager as and when required.
* Undertake any other finance, commercial or sales administration duties requested by the Director and, where applicable, the University’s Head of Finance.

**All University employees are required to:**

* Practise and support equality of opportunity in the workplace.
* Take reasonable care for their own health and safety and those of others as appropriate on the workplace, and comply with health and safety legislation.
* Undertake any other reasonable duties as required by the Director of Press, and cover for any colleagues as reasonably required.

This role description is not intended to be an exhaustive list and will be subject to regular review in the light of changing professional demands.

The post-holder will be expected, at all times, to be flexible in the performance of their duties. The University may require, from time to time, post-holders to perform other duties, outside their normal ones.

**Person Specification**

**Finance and Business Manager A Application, I Interview, T Test**

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| --- | --- | --- | --- | --- | --- |
| **Factors** | **Essential** | **Desirable** | **A** | **I** | **T** |
| Skills and abilities | Broad range of financial management skills  Ability to synthesise conclusions and recommendations from complex and diverse information**.**  Commercial operations skills and a keen interest in business development  Excellent organisational skills, including the ability to assess priorities, work independently without supervision, the capacity to work under pressure, to meet deadlines and deal with a multiplicity of tasks.  Ability to formulate, understand, interpret and advise upon complex data and information.  Ability to plan ahead and anticipate difficulties.  A willingness to support others, and demonstrate ability to work effectively as part of a team.  An innovative and creative approach to change and a desire for continuous improvement.  High degree of professionalism and commitment to excellent customer service. | Team management skills | **X** | **X** |  |
| Personal Attributes | Enthusiastic and self-motivated, with a positive attitude and a flexible approach to work  Personal drive and energy with a ‘can do’ approach, and a desire to overcome obstacles.  Honesty, openness and a collaborative approach to dealing with others.  Personal responsibility, reliability & commitment in times of pressure, and willingness to work over and above requirements.  A commitment and flexibility to undertaking a wide range of responsible tasks to contribute to the sustained success of the Press |  | **X** | **X** |  |
| Education and Qualifications | Qualified accountant or candidate with a broad range of financial management experience at a responsible level/ ‘qualified by experience’  Educated to degree level or equivalent. | Professional/  Management qualification.  Evidence of continued professional development | **X** |  |  |
| Experience | Relevant experience in a challenging commercial or not for profit organisational setting  Proven broad financial and business experience at a responsible level | Previous experience of the publishing industry | **X** | **X** |  |
| Knowledge | Knowledge of different accounting software and ability to apply that knowledge to systems used at the Press | Knowledge of publishing industry  Knowledge of the UK Higher Education sector | **X** | **X** |  |
| Other Requirements | Willingness to undertake training to further own development  Willingness to learn some Welsh language skills |  | **X** |  |  |

 

**CONDITIONS OF APPOINTMENT**

**FINANCE AND BUSINESS MANAGER**

The following conditions will govern the appointment:

1. The appointment is subject to the provisions for the time being in force of the Charter and Statutes of the University of Wales.

2. The full time salary range for this post is £31,000-£36,000.

3. The contract is a permanent contract. The appointment is to the University of Wales and will be based at the University of Wales Press, University Registry, King Edward VII Avenue, Cardiff, CF10 3NS.

4. The contracted hours of work will be 35 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post. The normal daily hours of work are 8.45 a.m. to 4.45 p.m. Monday to Friday, with a one hour lunch break per day; flexible working arrangements available at the discretion of the Director.

5. The annual leave entitlement will be 25 days plus 8 bank holidays and 7 customary days of holiday. The leave year is 1 January to 31 December inclusive and annual leave is calculated on a pro-rata basis as appropriate for hours of work. Annual leave must be taken at times agreed by the line manager.

6. Subject always to the Rules of the Scheme, the post holder will be eligible to join the Universities Superannuation Scheme. Details of the scheme will be made available on appointment. There is good information on the USS website, www.uss.co.uk.

7. The person appointed may not undertake any other employment or appointment involving significant calls upon their time or energies without the express permission of the Vice-Chancellor.

8. The University’s occupational sick pay scheme is on an increasing scale dependent on length of service up to a maximum of 6 months’ full pay and six months’ half pay.

9. The appointment will be made subject to the receipt of satisfactory references and proof of educational, professional, vocational, etc. qualifications specified by candidates on the application form, and proof of eligibility to work in the UK.

10. Only where there is an intention to appoint, the University will require the prospective appointee to complete a pre-employment health questionnaire and submit it to the University for onward transmission to the Occupational Health Service (OHS). The questionnaire will form the basis of a report to the University from the OHS confirming if the prospective appointee is considered fit for the post in question.

11. Confirmation of the appointment will be subject to the satisfactory completion of a nine month probationary period.

12. The appointment may be terminated by not less than three months’ notice in writing by either side.

13. It is not a condition of employment in the University that staff should be members of a trade union. However, the University recognises the University and College Union (UCU) as the appropriate trade union to negotiate on behalf of academic and related staff.