

NEW WRITING NORTH

Finance & Operations Assistant, January 2023

Salary: £18,720 - £21,840 (please note appointments are usually made at the start of the pay band), full-time

We are looking for a full-time Finance and Operations Assistant to join our small, busy Finance and Operations department at New Writing North. This is a great opportunity for someone looking to develop finance and operations skills in the cultural sector, but it may also be the right opportunity for someone with experience. We're looking for someone who has a keen interest in contemporary literature. It's an exciting time to join the organisation as we launch several new programmes and work towards creating a Centre for Writing and Publishing in Newcastle upon Tyne.

The Finance and Operations Assistant supports the work of the company by assisting with financial tasks, providing administrative support and undertaking reception duties. The post-holder will assist with bookkeeping, day-to-day financial coordination, administration, marketing and digital support, and will be the first point of contact for callers and visitors. The post holder will also work across the company assisting with projects and events when necessary.

The ideal candidate will be enthusiastic and keen to learn and/or expand their knowledge about financial systems and company operations and will be keen to work in the cultural sector and able to work on their own and within a team.

About New Writing North

New Writing North is the literature development agency for the North of England, and an Arts Council England National Portfolio Organisation. We work in partnership with regional and national partners to produce a range of literary and performance activities including flagship projects such as the Northern Writers' Awards, Young Writers, the David Cohen Prize, the Gordon Burn Prize and Durham Book Festival.

We are a small organisation with a dedicated, creative team, supported by a great board of trustees. Based in Newcastle upon Tyne since 1996, we work to support writers and literature across the North of England.

Please see the Information for Candidates section on our [Vacancies page](#) for more information about our work culture, holidays and benefits.

How to apply

Apply online via our website. To apply for the post you will be asked to upload:

- Your CV (no more than two pages)
- A supporting statement (no more than two pages)
- Details of two referees.

Your statement should outline why you are a suitable candidate for the post and how your skills and experience align with those detailed in the person specification. Please note that New Writing North uses a blind shortlisting process, so you will need to make sure your name does not appear on these documents.

We have an optional opportunity to meet some of the team before the deadline date. At this informal Zoom event you will be able to meet a couple of members the team, find out more about New Writing North's work, and ask any questions you might have about the role.

Key dates

Meet the team event (optional): 12-1pm, Tuesday 24 January on Zoom

Deadline for applications: 9am, Friday 3 February 2023

Candidates notified of interview: by Tuesday 7 February 2023

Interviews: Tuesday 14 February 2023 in central Newcastle

Please note that applications received after 9am on Friday 3 February 2023 will not be considered.

[Register for the Meet the Team session here.](#) If you can't make the meeting and have questions about the job, please contact Phaedra Andrew, Senior Manager, Finance and Operations, office@newwritingnorth.com.

Finance, and Operations Assistant Job Description and Person Specification

Position in Organisation	
Reports to	Senior Manager, Finance and Operations
Key relationship[s] with	Senior Marketing and Communications Manager Digital and Design Manager
Responsible for	No other staff
Budget accountability	None

Overall purpose of the job
<p>The Finance & Operations Assistant supports the work of the company by assisting with financial tasks, providing operational support and supporting the work of the marketing and communications team.</p> <p>The post holder will process the financial transactions of NWN and will assist with quarterly and annual management reporting, and be involved in the preparation of VAT returns, year-end audits and annual accounts.</p> <p>Operationally, the post holder is the first point of contact for visitors and callers to NWN, supports the delivery of the communications and digital plan and monitoring and evaluation to funders. The post holder will also work across the company assisting with projects and events when necessary.</p>

Responsibilities and Duties	
Responsibility	% time
1. Finance and Accounting	60%
2. Administrative support, reception and meeting duties	20%
3. Marketing, data and digital support	20%

Duties required for each Responsibility

Responsibility #1 – Finance and accounting

- Carry out all day-to-day financial tasks using Sage 50 Accounts software to record income and expenditure, banking, petty cash management and debtors and credit control. Setting up new ledger codes, departments, supplier/customer records. Reconcile general ledger and bank accounts including company charge card account. Raise sales invoices and chase up debtors. Ensure all invoices are paid in accordance with suppliers' terms and conditions of payment
- Assist the Senior Manager (Finance & Operations) with quarterly VAT return administration
- Produce profit & loss reports on individual projects for Programme Managers as required
- Assist the Senior Manager (Finance & Operations) with the preparation of management information including finance reports, budgets, grant claims and management accounts for the Executive Team and the Board of Trustees
- Assist the Senior Manager (Finance & Operations) with the preparation of year-end accounts and assist with the administration of the annual independent examination/audit process
- Assist Programme Managers with the preparation of funding applications and interim/final reports for funders e.g. with data collection and research.

Responsibility #2 – Administrative support, reception and meeting duties

- First point of contact to visitors, callers and general emails
- Maintenance of stationery stock, tea/coffee/refreshment supplies and ordering system
- Implement and coordinate the archiving of all financial and operational information
- Support the Executive Team with diary, travel and administrative duties
- Provide administrative support to other managers across the organisation when needed, including but not limited to duties such as assisting with mail outs, book prize administration, photocopying, filing and booking travel and accommodation
- Provide support at festivals and events as required – including box office administration and book sales
- Coordinating meetings and events including room and refreshment bookings
- Management of the shared meeting room bookings calendar.

Responsibility #3 – Marketing, data and digital support

- Collecting and recording data to report to stakeholders (including Impact and Insights and Audience Finder) including a quarterly report on digital usage and website stats across digital platforms
- Assist with the implementation and integration of the CRM within NWN, taking a role as a Data Processor, undertaking analysis as requested
- Support the implementation of NWN's customer database to ensure data is collected and managed in accordance with NWN's GDPR standards
- Supporting with archiving digital materials to ensure compliance with NWN's GDPR policy
- Supporting the management of content of website and other digital platforms.

**FINANCE & OPERATIONS ASSISTANT
PERSON SPECIFICATION**

Criteria	Essential (required)	Desirable (optional)
Qualifications		Accountancy qualification (AAT) or equivalent accountancy experience, qualifications or training.
Experience	<p>Experience of working in an administrative or finance capacity or transferable skills.</p> <p>Ability to manage competing demands from a small and busy staff team.</p> <p>Experience of handling a wide range of enquiries (e.g. email, phone, in person) and dealing with them effectively in a calm and confident manner.</p>	<p>Experience of working within the charitable/arts/voluntary sector or transferable skills and experience.</p> <p>Experience of using an accounting software package (preferably Sage) and Excel.</p> <p>Experience of preparing and submitting VAT returns.</p> <p>Experience or knowledge of VAT exemptions e.g. cultural, educational, charitable.</p> <p>Experience or knowledge of collecting data and reporting to stakeholders.</p>
Skills or knowledge	<p>Meticulous with figures.</p> <p>Competent using Microsoft Office and digital platforms.</p> <p>Efficient and effective communication skills, written/email, by telephone and in person.</p> <p>The ability to work independently and manage competing workloads in a calm and confident manner.</p> <p>Flexibility and the ability to find solutions when working with different people/projects.</p> <p>Strong organisational skills.</p> <p>A confident approach to problem solving.</p>	<p>Advanced Excel skills e.g. proficiency using pivot tables, filters and other functions.</p> <p>An interest in gaining an accountancy qualification.</p> <p>Knowledge of, or an interest in developing digital/design skills including Wordpress.</p>
Other factors	An enthusiasm for working in the cultural sector.	Knowledge of the North of England.