

21 August 2014

Dear Applicant,

Financial administrator/bookkeeper post: to start late September/early October 2014

Thank you for your enquiry about this position at Book Works.

Please fill in the application form including a short outline of why you think you'd be suited to this job (approx 1 A4 page), and return it with your CV and equal opportunities form to Book Works by 4 September 2014.

Please email applications to jane@bookworks.org.uk

We will let you know if you have been shortlisted and will be interviewing successful candidates on 19 September here at Book Works. We will not contact you unless you have been short-listed, so if you don't hear back from us please assume you have not been successful on this occasion.

Please contact Jane Rolo (jane@bookworks.org.uk) if you need any further information.

All best wishes
Jane Rolo
Director, Book Works

Financial administrator/bookkeeper

Book Works is currently seeking a part time financial administrator/bookkeeper to start work in late September/early October 2014. We are looking for financial administrator/bookkeeper who already has experience in this role, and preferably someone who has experience of working in the voluntary/arts/publishing sector.

We need someone who has bookkeeping experience to trial balance stage, and a good working knowledge of Quickbooks accountancy package is essential.

You would work with a small team, but have responsibility for all our bookkeeping needs at Book Works. You would work directly with our directors – Jane Rolo and Rob Hadrill as well as our Sales and Distribution manager Paul Sammut.

Main duties will include:

- Running our monthly payroll
- Preparing quarterly VAT returns
- Purchase and sales ledger management
- Purchase and sales data entry
- Statements and debt collections
- Budget forecasting and quarterly financial reports prepared for Arts Council England and our trustees
- Stock control for our publications
- Bank accounts and petty cash reconciliations
- Preparing our books for yearly audits

Skills/Qualities

Proven experience as an accountant or bookkeeper

Good working knowledge of Quickbooks

Proficient with both Mac and PC

Self-motivated, able to manage your own time

Meticulous attention to detail

Interest in contemporary art/published desired but not essential

Salary

£6,864 for 1 day per week (pro rata £34,320),

6 days paid holiday p.a. (includes bank and public holidays)

Probation period 3 months

All other terms and conditions to be agreed subject to contract, or freelance rates to be negotiated.

Book Works is an independent arts book publisher and bookmaking studio.

The organisation is non-profit making, and is a registered charity. We are funded as a National Portfolio Organisation by Arts Council England. We have a board of trustees and employ 13 people (in part and full time positions).

Visit our website for more information about Book Works www.bookworks.org.uk

**Book Works Application Form
Financial Administrator/bookkeeper**

Name

Address and postcode

Telephone

Email

Date of birth

Are you self-employed? Yes/No
If no give details of your current/last employer

Please supply names and addresses of two referees:
One should be your present/most recent employer (if appropriate)

Name

Position

Address and email/telephone

Name

Position

Address and email/telephone

Should you be short-listed, do you have any objection to references being obtained prior to interview? Yes/No?

Book Works Equal Opportunities Monitoring Form

Book Works is committed to being an equal opportunities organisation and practices an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious or political beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

Gender Male Female

Nationality:

Age: Under 21 21-29 30-39 40-49 50-59 60-64 65+

Context

Please give the reason for your contact with Book Works e.g. board member, contract of employment, job application, artists' proposal, workshop attendance including name of workshop etc.

How did you find out about this scheme?

For example our website/advertisement/word of mouth/funding organisation/direct from Book Works?

Disability

Do you have a disability you would like Book Works to know about? Yes No

Are you registered disabled? Yes No

Religion or Belief

Do you have a religion or belief you would like us to know about?

Sexual Orientation

Do you have a sexual orientation you would like us to know about?

Ethnic Origin

Choose one section and tick appropriate box

White

- British
- Irish
- Any Other white background

Mixed Heritage

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed background

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any Other Asian background

Black, or Black British

- African
- Caribbean
- Any Other Black background

Chinese or any other Ethnic Background

- Chinese
- Any Other Ethnic Background

Any Other Background

If you have ticked a box marked 'Any Other', please give details below:

Please return this form with your application to Book Works, 19 Holywell Row, London EC2A 4JB