



Finance Manager: Application Pack

About Book Works

Book Works is a leading contemporary arts organisation with a unique role as makers and publishers of artists' books. Book Works publishing is dedicated to commissioning and supporting new work by emerging artists. Our studio offers a specialist bespoke service for range of clients, from artists, designers, galleries, and businesses, providing binding solutions, prototypes and unique book artworks, boxes, and portfolios. We are funded as a National Portfolio Organisation by Arts Council England, receive project-based grants from a range of Trusts and Foundations, and co-publishing partnerships. We are a registered charity, and have a board of trustees.

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

About the Job

Job title: Finance Manager

Salary: £38,000 pro-rata, part-time, 1.5 days per week

Probation period: 3 months

Responsible to:

The Directors: Gavin Everall, Rob Hadrill and Jan Burgess

Key Relationships:

Directors

Publishing Manager

Accountants

Chair of the board of Trustees

Location

Book Works is based in Shoreditch, London, and hybrid working for this position is possible.

Description

Book Works is currently seeking a part time Finance Manger to start work from August 2025.

As Finance Manager you would work as part of a small team and support a unique arts organisation that has strong artistic, and ethical values, and at the same time help implement our business plans to ensure future sustainability through all bookkeeping tasks, and oversight of our financial systems.

You will have good bookkeeping experience, an understanding of financial management, and a good working knowledge of Quickbooks accountancy package, and Freshpay payroll software or similar.

You will work directly with our Directors, as well as our Publishing Manager, and have responsibility for all our bookkeeping needs at Book Works.

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Key Tasks and Responsibilities

Payroll

- Running our monthly payroll
- Management and recording of holiday, sick pay
- End of year payroll, P60s
- EPS and RTI submission to HMRC
- Management of payroll Tax Codes, and pay rises

Bookkeeping

- Preparation of quarterly Management Accounts for Directors and Board
- Support production of annual budgets for Directors, ACE and Board
- Reconciliation of bank accounts, petty cash and PayPal
- Preparation of quarterly VAT returns
- Purchase and sales ledgers and 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
- Biannual preparation of royalty statements
- Preparation of end of year accounts and journals

Other Responsibilities

- Support production of annual budgets for Directors, ACE and Board
- Support Directors to ensure we are a financially resilient organisation
- Support Directors to research, develop and cost new policies, contracts, and ensure best financial management practice of the organisation

Essential

- 3+ years in similar position and organisation
- Good bookkeeping experience
- Good working knowledge of Quickbooks and Freshpay, or similar Payroll services
- A strong awareness of issues of equality, cultural diversity and safeguarding, with a commitment to Equal Opportunities, and anti-discrimination practices
- Strong engagement with the organisation's values
- Excellent planning and time management, with the ability to self-manage, and prioritise regular tasks and workloads
- Good evaluation, communication skills, meticulous attention to detail
- Good IT skills

Desirable

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- Experience of business and strategic planning and implementation
- Experience of arts funding, and/or funding by Arts Council England
- Interest in publishing and contemporary art

TO APPLY

Email gavin@bookworks.org.uk with 'Finance Manager' as subject by midnight on 7 July 2025, and include:

A cover letter (no more than 2 sides of A4), and please ensure that you address:

1. What interests you about the post and working at Book Works
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your current and previous employment with dates
3. Contact details for two professional referees (we will only contact referees with your consent, and after an interview)

Book Works is an inclusive employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. Our Equal Opportunity Policy and other policies can be found [here](#)

If you require this information in any other format or want to submit your application in any alternative media please get in touch and we will be happy to help.

Interviews will take place in the week starting 14 July 2025.