The Inquirer Publishing Company (2004)

Job description

# Finance Director

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| Remuneration | Appropriate expenses |
| Hours | Average 4 hours per week (variable throughout the year) |
| Duration | Three years in the first instance (renewable) |
| Location | Home-based |
| Reports to | Responsible to the Board of Directors |
| Responsible for | Line managing the administrator regarding financial management |

The Inquirer Publishing Company (2004), publishers of The Inquirer, the oldest established non-conformist newspaper in the UK, seeks to appoint a Finance Director.

# About The Inquirer

The Inquirer is the longest-lived non-conformist paper. The first issue was published on 9 July 1842. The Inquirer seeks to serve the Unitarian movement as a whole, as well as congregations and individuals, by being the voice of British and Irish Unitarianism, providing a fortnightly platform for news, views and information. Still published fortnightly, it is the voice of the British and Irish Unitarians and Free Christians. It contains Unitarian news predominantly from within the UK, reflective words, articles on contemporary matters and letters to the Editor.

The Inquirer Publishing Company (2004) was registered as a private company limited by guarantee on 13 November 2003. It is also a registered charity. The publicationis published fortnightly, except in August and December when a double issue is produced.

Our current editor is [M Colleen Burns](http://www.inquirer.org.uk/pages/the-team/the-editor). The paper is managed by [The Inquirer Board](http://www.inquirer.org.uk/pages/the-team/board), whose members are also trustees of the charity. Find out more: [www.inquirer.org.uk/pages/](http://www.inquirer.org.uk/pages/)

# Context of the role

The post of Finance Director is a key role for The Inquirer. The Finance Director works closely with the administrator (one of two paid roles) and the Editor (also a paid role), and alongside members of the Board (all volunteers), liaising closely with the Chair, to ensure the smooth and effective administration of operations. The administrator undertakes the day-to-day tasks relating to financial running of the company, including book-keeping.

We are looking to appoint a Finance Director, who will:

* oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice;
* ensure proper records are kept and that effective financial procedures are in place;
* monitor and report on the financial health of the organisation;
* oversee the production of necessary financial reports/returns, accounts and audits;
* supervise and support any paid employees or contractors (as appropriate), in liaison with the Chair;
* be an active member of the Board, including attending three meetings a year (with possible attendance at the annual meetings of the General Assembly of Unitarian and Free Christian Churches).

# Main duties

* To liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
* To make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them, guiding members of the Board on policy issues.
* To report the financial position to the Board at committee meetings (balance sheet, cash flow, fundraising performance etc), using data supplied by the administrator.
* To prepare the annual accounts.
* To submit the Trustees Report, accounts, records and working papers to the Accounts Examiners.
* To oversee the production of an annual budget and propose its adoption at the October meeting of the Board of Directors/Trustees.
* To ensure proper records are kept and that effective financial procedures and controls are in place, ie:
* cheque signatories;
* purchasing systems;
* payments to contractors/suppliers;
* others as appropriate.
* To appraise the financial viability of plans, proposals and feasibility studies.
* To lead on appointing and liaising with auditors/an independent examiner.
* To oversee the submission of the quarterly VAT returns[[1]](#footnote-1).
* To oversee the submission of Gift Aid tax claims.
* To carry out regular reconciliations/oversee regular reconciliations by the administrator.
* To line manage, and maintain regular communication with, the administrator.

# Skills and experience

## Required

1. Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
2. Knowledge of bookkeeping and financial management (as necessary), including the ability to read a balance sheet.
3. Knowledge of Charity Accounts compliance as required by the Charity Commission and Companies House.
4. Knowledge of VAT and Gift Aid Tax.
5. Good financial analysis skills.
6. Ability to communicate clearly, including explaining financial matters to members of the Board and producing succinct reports.
7. Ability to liaise remotely with colleagues, especially the administrator.

## Desirable

1. A knowledge of the purpose and work of The Inquirer.
2. A knowledge of the Unitarian and Free Christian movement.
3. A knowledge of publishing and/or journalistic principles.

# Method of application

Closing date: November 30 2018

Expressions of interest in the post should include a CV and covering letter demonstrating how you meet the person specification.

Informal enquiries about the post and applications should be submitted, via email to Phil Tomlin, Chair of the Board of Directors: the.tomlins@live.co.uk.

1. It is assumed that the administrator will be registered with Government Gateway to make these Returns. [↑](#footnote-ref-1)