

## **Job Description: Head of Operations & Finance (maternity cover)**

### **Contract**

Full-time, fixed term for twelve months from mid-September 2019

### **Salary**

£35,000 to £38,000 per annum

### **Key dates**

The Festival runs for 18 days every August.  
2019 Festival: 10 - 27 August

### **Background**

The Edinburgh International Book Festival is a world-leading celebration of books and ideas. We are a charity that champions freedom of expression and we are dedicated to bringing leading and emerging international, British and Scottish authors and thinkers together to inspire each other and audiences through a diverse programme of public events.

In recent years, debate, discussion, performance and interactive events have become prominent features of the Festival, complementing the more traditional interview-style events and readings, and contributing to the Book Festival's reputation as a powerful forum for the public to exchange views with writers and experts on a wide range of issues: social, ethical and political as well as literary and cultural. At the heart of the Book Festival's activity is an integrated approach to creative learning and education with the aim of expanding participation in democratic discussion, fostering a love of reading and developing engaged, knowledgeable audiences of all ages and backgrounds.

The first Edinburgh International Book Festival took place in Charlotte Square Gardens in 1983 with around 30 author events; now it stages over 900 each August, attracting around 250,000 visits, making it the largest public celebration of the written word in the world. The Book Festival

takes place in a temporary, tented Festival Village, created and built each year in Charlotte Square Gardens and neighbouring George Street.

The Book Festival's Children's Programme offers a comprehensive series of author events, activities and workshops for audiences ranging from babies to young adults, attracting audiences of 20,000 each year. In addition, an extensive schools programme is created especially for primary and secondary pupils, attended by around 14,000 school children.

Through an award from players of People's Postcode Lottery, the Book Festival has expanded its activities to create a programme of live literature events and mini-Festivals in communities around Scotland across the year.

The Edinburgh International Book Festival has an annual turnover of around £3.2 million. 16% of income comes from Creative Scotland, City of Edinburgh Council and the Scottish Government. The rest is raised from ticket sales and the sales of books through the Book Festival's highly successful independent bookshops and from corporate sponsorship, trusts, foundations and individual donations.

The Edinburgh International Book Festival is a founder member of Festivals Edinburgh, the organisation created by Edinburgh's 11 major Festivals to support joint strategic development and maintain the festivals' position as global leaders.

## The team

The Book Festival has a permanent staff of 28 throughout the year, expanding rapidly over the summer to a peak of around 170 staff during the Festival itself.

All permanent staff are encouraged to play a role in the ongoing development of the organisation and are involved through several full-team planning and debrief meetings during the year. The heads of each department form the Strategy team.

## The role

Edinburgh International Book Festival is a company limited by guarantee with charitable status. We also run our own trading subsidiary, Book Festival Trading, which delivers our independent Festival bookshops in addition to year-round sales activity.

We're now looking for a committed and resourceful individual who will oversee our year-round finance and operations activity across both companies with integrity, rigour and close attention to detail.

The Head of Operations & Finance leads the Operations team and ensures the highest standards of delivery across all aspects of their remit including finance, HR, administration and managing our offices at 5 Charlotte Square.

The Head of Operations & Finance reports to the Executive Director and works collaboratively across the Festival team. Key relationships include all department heads and the HR Working

Group which comprises individuals from across the organisation. They will also work closely with the Audit & Risk Committee which includes Board members, in addition to the Director and Executive Director.

The Head of Operations & Finance line manages the Finance Officer and the Administrator. As part of our Strategy team, they also make a significant contribution to strategic planning and the continued development of a positive, collaborative organisational culture.

## Key duties and responsibilities

### Financial management

- Manage the annual financial planning cycle for Edinburgh International Book Festival and Book Festival Trading, working with key staff to forecast and monitor realistic income and expenditure targets to inform the creation of the organisation's budget
- Support the Director and Executive Director in financial management and business planning by producing regular management accounts, reports and analysis
- Convene and participate in meetings of the Audit & Risk Committee, including the production and presentation of management accounts, financial performance data and cashflow reports
- Assist department heads and other budget holders in financial management by producing regular reports and offering coaching and support
- Provide induction and training for all budget holders to support effective financial management
- Line manage the Finance Officer, supporting them in continued delivery of the highest possible standards
- Oversee and prepare the budget/cashflow element of all funding applications, monitor the internal allocation of funding and provide reports to existing funders
- Oversee the preparation and audit of the year-end accounts of Edinburgh International Book Festival and Book Festival Trading, working closely with our accountants and auditors (N.B. our financial year-end is 31 December)
- Identify, implement and monitor appropriate financial policies and procedures, seeking external advice as required
- Oversee all financial processes, ensuring accurate and timely delivery:
  - Process the monthly staff payroll and pensions
  - Administer and input data to SAGE Accounts
  - Manage and monitor cash and bank accounts to ensure appropriate liquidity and effective investment
  - Payment of suppliers and others
  - Process and submit VAT returns, maintaining an awareness of the key VAT issues affecting both companies and seeking expert advice as required

### HR

- Maintain an up to date knowledge of HR practice and legislation to ensure that the organisation remains a responsible employer and an Investor in People

- Work with external HR advisors to ensure policies and practice remain up to date, seeking advice on any specific issues that may arise
- Oversee recruitment, including that of the large temporary staff, and ensure all practices align with organisational values
- Convene the HR Working Group, agreeing priorities and communicating actions across the wider team

### **Administration and office management**

- Ensure that organisational administrative systems are effective and efficient
- Line manage the Administrator, supporting and empowering them in their continued development
- Oversee Health & Safety in the office, ensuring full compliance with legislation and that risk assessments are carried out on a regular basis
- Oversee First Aid provision on a year-round basis, and appoint external First Aid providers for the Festival period
- Ensure the organisation has appropriate office and storage facilities for its needs and manage relationship with building factors and external storage providers

### **Governance and compliance**

- In consultation with the Executive Director, develop, implement and review policies required by law, contract or industry practice, taking professional advice as required
- Support the Executive Director to develop and manage the organisational risk register
- Work across the team to ensure that all contracts with a third party meet company requirements, taking professional advice as necessary
- Lead on insurance arrangements, working closely with insurance brokers

### **Environmental sustainability**

- Work closely with the Green Champion and Green Team on the continued reduction of environmental impact, introducing effective measures and processes in this area

### **Equalities, diversity and inclusion (EDI)**

- Support the Executive Director and EDI Working Group with the development and implementation of the organisation's EDI plan
- Ensure that EDI is embedded across the work of the Operations team and within all staff recruitment, induction and training

### **Strategic and organisational development**

- As a member of the Strategy team, play an active role in the broader strategic development of the organisation
- Uphold and exemplify organisational values at all times, demonstrating leadership and contributing to a positive, inclusive culture

## Person specification

### Knowledge and experience

- Significant experience of leading and managing a finance department in a cultural or third sector organisation or similar (a recognised accounting qualification is desirable, or qualified by experience)
- Substantial experience of producing high quality management accounts and other financial data to support organisational decision-making and financial planning
- Substantial experience of preparing budgets and costings of varying scales and complexity
- Experience of working with budget holders from a non-finance background
- Experience of working with accountants and auditors to produce annual accounts and carry out an annual audit
- Knowledge and experience of payroll and VAT
- Knowledge of HR processes and administration
- Strong administrative experience
- Experience of leading, managing and motivating people with positivity and flexibility

### Skills

- The ability to present financial information clearly and succinctly to a range of stakeholders
- The capacity to balance multiple shifting priorities whilst maintaining the utmost attention to detail and accuracy
- The capacity to make decisions and solve problems quickly and creatively
- Good IT skills and the ability to self-support administratively
- Experience of using Sage 50 and Sage Payroll.
- Excellent interpersonal skills and an ability to build relationships with a broad range of people, demonstrating warmth, integrity and sensitivity

### Personal attributes

- A high level of integrity and rigour with a commitment to improving standards of delivery
- A commitment to embedding equality, diversity and inclusion across all aspects of planning and delivery
- The energy and stamina to thrive in a fast-moving and sometimes pressured festival environment with the readiness to take a hands-on approach
- A willingness to work irregular hours during the Festival period and delivery of out-of-season events

We are keen for the successful candidate to visit this year's Festival (10-27 August 2019), even if not yet formally in post. They will also need to carry out a handover period with the current postholder in September 2019.

## Terms and conditions

The post is based at 5 Charlotte Square, Edinburgh and at the Festival site in Charlotte Square Gardens and on George Street during August. Normal hours of work are 9:30am-5:30pm, Monday to Friday outwith Festival time, with additional hours required at peak times of year and during the Festival itself. Time off in lieu will be given for weekend days worked outside normal working hours.

Employees receive 28 days of paid holiday per annum, consisting of an allowance of 22 days and 6 public holidays across Easter and New Year. There is a discretionary shutdown of the office over Christmas in addition to annual leave.

The salary for this position will be between £35,000 to £38,000 per annum. It will be paid on the 28th of each month in arrears by bank transfer. The Book Festival will pay a contribution of 5% of salary into our approved, auto-enrolment pension scheme. Employees may make additional contributions through payroll.

We are committed to making the Book Festival as accessible as possible to supporters, customers, participants and staff. If you have any specific access requirements or concerns, please let us know and we will do our best to meet your needs.

The Edinburgh International Book Festival is an equal opportunities employer, an Investor in People and a Real Living Wage employer.

## How to apply

Please read the job description carefully and complete the online application using the links on our website: <https://www.edbookfest.co.uk/about-us/jobs>. Please ensure you upload a copy of your current CV and an application letter. Your letter should outline your suitability for the post and why you wish to work at the Book Festival. You may include any other information to support your application.

If the job description doesn't answer your questions, please contact Julie Amphlett, Head of Operations & Finance ([julie.amphlett@edbookfest.co.uk](mailto:julie.amphlett@edbookfest.co.uk) 0131 718 5652) or Sophie Moxon, Executive Director ([sophie.moxon@edbookfest.co.uk](mailto:sophie.moxon@edbookfest.co.uk) 07904 259518).

**Closing date for applications: Wednesday 31 July, 5pm**  
**Interviews: w/c 5 August (to be confirmed)**

Interviews will be held at the Book Festival offices at 5 Charlotte Square, Edinburgh EH2 4DR

The Edinburgh International Book Festival Ltd has its registered office at 5 Charlotte Square, EH2 4DR and is a company limited by guarantee (no SC 79939) with charitable status (SC010120)