



Gwasg Menywod Cymru
Welsh Women's Press

Honno Finance Officer

Initially 7 hours per week on average (to be kept under review) to be worked mainly at the Honno office. This is a one year contract with the possibility of renewal.

Finance

- To keep the books for the company on Xero in line with the Company's financial policies and in a timely manner, including:
 - o carrying out a weekly bank reconciliation,
 - o paying suppliers on time,
 - o preparing and sending sales invoices and issuing credit notes every month,
 - o managing the payroll,
 - o updating stock records (by location) at least once each month,
 - o inputting end-of-month adjustment journals so that on-going profitability can be reliably assessed.

- To maintain an up-to-date 12-month budget in conjunction with the team and maintain it on Xero.
- To prepare a monthly cashflow statement and cashflow forecasts going forward.
- To monitor actual versus budget and ensure costs are actively controlled by working closely with other members of the team.
- To prepare a finance report for Management Committee meetings (at least every 3 months but more frequently when required).
- To help the Editor/Publisher and Marketing Manager to assess the profitability of books and prepare budgets.
- To manage the office petty cash, including takings after events

- To liaise with and prepare materials for the accountants to enable them to produce the annual accounts including carrying out a stock valuation and organising write-offs, including the physical disposal of books.
- To complete the Books Council of Wales Revenue Panel sales reports (usually September).
- To manage royalties (June/December) – calculate royalties due from sales figures, prepare and send author statements and letters, and make payments.
- To help the team design and access reports on Xero.
- To train other team members so that they can accurately access information that they need on Xero.
- To regularly review Xero to ensure that the Company is making the best possible use of the software.
- To attend training on Xero as required.

Sales and Stock

- To fulfil distributor and web orders
- To flag up stock issues with the rest of the team e.g. books that may need reprinting due to low stock or where we have large quantities of a title that isn't selling.

General

- To share with the other Honno staff the smooth running of the office and to be part of the general 'team' ethos of Honno.
- To share in the planning and carrying out of major office plans – e.g. redesigning the office or moving, etc.
- To maintain the files in a way that is accessible to all.
- To submit all expenses in line with the Honno expenses policy.
- To be easily contactable within working hours for the other staff and committee members, if they need to discuss Honno work, and to keep the other members of Honno up-to-date with their schedules.
- To follow Honno's business and employment policies and to liaise with Honno Committee on HR/H&S and office management issues if needed
- Keep the calendar updated as per the agreed policies with hours, leave etc.
- Attend training as required
- To report to committee meetings and input into the annual report as required
- To attend the AGM and committee meetings where possible
- To liaise with Honno Committee on HR/H&S and office management issues
- To share in the office cleaning rota

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