

Job Description

Bookkeeper and Office Manager

Scottish book publisher and charity Floris Books is looking for an **organised and pro-active office manager and bookkeeper** to join our team of eighteen people.

The job is part-time and based in our office in Edinburgh. It is a key role, reporting directly to the Chief Executive: it anchors everything we do in the office. The successful candidate will be reliable and motivated, with a can-do attitude. The heart of the job is bookkeeping and office management, but you should enjoy working in a small team with the added responsibilities and flexibility that are needed when every day is different. You will need excellent computer skills and communication skills, written and spoken.

Key elements of the job

- Responsibility for all aspects of bookkeeping, currently in Sage, including management of our annual audit, supplier invoices and payments, raising some customer invoices (most are handled by our third-party distributor), annual royalty payments, journals, bank reconciliation and VAT returns. **You should have at least two years' solid experience in Sage.** Experience of other packages, such as Xero, may also be an advantage. Experience of charity accounts may be an advantage.
- Liaison with our UK and overseas distributors, including sales management in Excel
- Liaison with other stakeholders including overseas publishers for contracts and trade fairs (only English language required)
- All aspects of office management, including reception, maintaining office supplies, arranging appointments, maintaining schedules, ordering books
- Logistical support for evening book launches and other events, from time to time
- Any other support activities which might be required in a small office from time to time

About Floris Books

We produce award-winning children's fiction and beautiful picture books alongside adult non-fiction on alternative and holistic living. **Knowledge of publishing is not required** but an interest in books and reading may be an advantage.

Important information

- Salary is £20k–£24k pro-rata, depending on experience. Some flexibility is possible around part-time hours, but they will broadly be between 60% and 80%. 28 days holiday including statutory days pro-rata, plus 4 days at Christmas/New Year. Contributory pension scheme.
- You must be available to start work by mid-November at the latest, in order to shadow our current office manager/bookkeeper for the first 3–4 months.
- Interviews will be in the week starting **30 September**.
- Please email your CV and a covering email stating current salary, your relevant skills and experience and why you are the right person for the job (max 300 words), to recruitment@florisbooks.co.uk, subject line 'Office Manager and Bookkeeper Application'.
- **Closing date: Wednesday 25 September 2019 at 5pm.**
- Please note that this is *not* an entry-level position for publishing. Please only apply if you have the relevant bookkeeping and administrative experience.
- If you have any questions about the role, please email floris@florisbooks.co.uk and we will reply in confidence.