

Latimer Business Manager Summary

Responsibilities:

1. **Company Statutory.** As Company Secretary, registering and filing all changes to officers and annual reports as required by company and charity law, and ensuring that activities comply with the memorandum and articles (in particular the quorum of meetings and annual declaration of assent to the Doctrinal Basis of Faith). Agreeing agendas and keeping minutes of meetings of Trustees and Council.
2. **Financial.** To keep Council and Trustees informed as to the financial standing of the Trust, maintaining regular bookkeeping, paying bills as they fall due, and to manage cash flow and investment subject to their provisions (the Investment portfolio is managed professionally). To prepare budgets and monitor performance against them. To prepare the Annual Report and Accounts and submit appropriate documents to the Independent Examiner. To reclaim tax due under Gift Aid.
3. **Human Resources.** Line manager for the Administrators, and liaison with the external Payroll providers. Responsible for preparing and checking end of year employer's returns, and recommending revised salary levels according to an agreed formula. Drawing up employment contracts for new employees from a template. Sourcing additional manpower as necessary.
4. **Executive.** To attend meetings of the Council, the TWG and Executive, reporting on progress, taking and distributing minutes, and taking appropriate action to progress the interests and activities of the Trust, under the guidance of the Chair of Trustees.
5. **Marketing.** To maintain and develop the web site for the distribution of publications and other resources and information. To price offerings appropriately, and use a variety of channels to increase awareness (including placing advertisements, using fliers, mail shots and letters, providing bookstalls at conferences, negotiating arrangements for distribution overseas).
6. **Product.** To ensure that texts have been reviewed, typeset, and as appropriate printed and bound to a high standard. Designing covers, ensuring that associated tasks are completed: eg. registering ISBN, sending out copies to copyright libraries, reviewers etc, completing author contract. Investigating other product opportunities. Extending the available catalogue by creating Kindle book versions and PDF downloads of popular or out of print publications.
7. **Location.** To monitor or initiate significant decisions in liaison with members of Oak Hill College regarding meetings of the Trust and other aspects of our occupancy of their premises, including arranging catering for meetings. To ensure the safety of the Trust's property.

Key skills and qualities

- Attention to detail
- Computer literacy (regular use is made of Word, Access, Excel, Adobe InDesign, Joomla, and other software is used eg. ABBYY fine reader, Publisher)
- Self-starter/manager
- There is a Genuine Occupational Requirement that the applicant be in sympathy with the Latimer Trust Doctrinal Basis
- Knowledge of theology (desirable)