**Finance Officer**

Spread the Word, London’s literature development agency, is looking for a Finance Officer to join our team on a freelance basis. Our mission is to help London’s underrepresented writers get their work into the world, and to connect communities to words and stories.

**This role is for one day (7 hours) a week on a freelance basis at a rate of £160 per day (£22.86 per hour) inclusive.**

We are looking for someone who has experience of working in finance/ bookkeeping in the arts or charity sectors.

If you have any questions about the role, we’d be happy to arrange an informal conversation. Please write to hello@spreadtheword.org.uk

**About Spread the Word**

Spread the Word is a charity founded in 1995 by novelist Bernardine Evaristo MBE and Ruth Borthwick (who went on to be Director of Arvon). We work to support, develop and advocate for London’s writers, and to develop a thriving and diverse literature scene.

We create opportunities for storytellers, creatives and readers, initiate change-making research and work with partners across the cultural sphere. Our work is focused on engaging Black, Asian, Global Majority, D/deaf and disabled, LGBTQI+, working class and low-income writers, and young people.

Our flagship programmes include the London-wide London Writers Awards, as well as national programmes like the Wellcome Collection Non-Fiction Awards. Every year we programme and produce the Deptford Literature Festival, and in 2024, we launched a campaign to make Lewisham the UK’s first Borough of Literature.

We are funded by Arts Council England as a National Portfolio Organisation. Spread the Word is a charity (1088890) and a company limited by guarantee (03541037). We also derive income from: earned income including box office sales and a membership scheme; commissions; donations and from Trusts and Foundations on a project-by-project basis.

Our **vision** is a culture in which London’s diverse writers are reflected and celebrated. Our values are **kind, brave and open**.

[www.spreadtheword.org.uk](http://www.spreadtheword.org.uk)

**Job Description**

The Finance Officer plays a key role in supporting the delivery of the organisation’s financial objectives and ensuring good financial management and processes are in place.

**Job title:** Finance Officer

**Contract:** Part-time, 1 day a week (7 hours), freelance contract

**Day rate:** £160 (£22.86 per hour)

**Ideal start date:** end of August

**Manager:** Director

**Location:** Our office is currently based in Deptford, London. Hybrid working, at least one day in the office expected per month.

**Ongoing responsibilities**

* Work closely with the Director to deliver the financial objectives of the organisation.
* Produce accurate and timely management accounts at charity and project level, incorporating an ongoing forecast and monitoring both restricted and unrestricted funds.
* Assist in the production of the yearly budget, 3 yearly business plan and cashflows, in collaboration with the charity Director.
* Management of purchase ledger, ensuring invoices are accounted for correctly and paid appropriately.
* Produce sales invoices and highlight and chase late payment as required.
* Ensure proper financial records are maintained and reconciled as necessary, including bank, petty cash (where required) and credit card receipts.
* Record all income for workshops, events and programmes accurately.
* Manage the control of all assets such as fixed assets, inventory, cash and debtors.
* Assist the Director with ad hoc reporting requirements as they arise.
* Maintain a control account for payroll submissions.
* Liaise with auditors regarding accounting matters and year end accounts, providing assistance with the audit and ensuring recommendations are implemented
* Provide advice and assistance in financial matters, highlighting any legal or advisory issues.
* Check periodically that the VAT thresholds and PAYE and pension requirements are being adhered to.
* Develop and maintain well-organised administration and electronic filing systems.
* Work closely with operational and office staff to provide seamless service provision.
* Carry out any additional and reasonable duties as required.

**Key Skills**

**Required Skills**

* 2 years' experience working with charity accounts
* Qualified to AAT Technician as a minimum
* Experience of Quickbooks or similar accounting package
* Proven track record of producing management reports, budgets and forecasts
* Knowledge of PAYE
* Excellent knowledge of Excel
* Good communication skills

**Desired Skills**

* Experience working within a charitable arts organisation

**Personal attributes**

* Able to balance and prioritise a busy workload
* Able to work to agreed deadlines
* A good listener
* A willingness to share knowledge and resources
* Empathy with the mission, vision and values of Spread the Word
* Commitment to equity, diversity, inclusion and access

**How to apply**

* Job advertised from: Monday 11 July
* **Deadline for applications: 12pm, Monday 18 August**
* Shortlist confirmed: by Wednesday 20 August
* Interviews: Friday 22 August
* Decision made by Monday 25 August with the candidate in role as soon as possible afterwards.

Please apply by completing the questions in the [online application form](https://forms.gle/4MRNGGG697q9xeKm6) and attaching the following files:

* A cover letter outlining how you meet the job description and person specification, and why you would like the role (no longer than 2 sides A4 or a video file of no longer than 3 minutes)
* Your CV (no longer than 2 sides A4)
* Completed Equal Opportunities form. The form will be separated from your application on receipt. [You can download it here](https://www.spreadtheword.org.uk/wp-content/uploads/2025/07/STW-Equal-Opps-Form-July2025.docx).

We particularly welcome applications from people who are currently underrepresented in the literature and publishing industries. If you rarely see people like yourself in the arts, for any reason, we particularly encourage you to apply to this role.

[**Apply now using our online application form**](https://forms.gle/4MRNGGG697q9xeKm6)

The **deadline for applications is 12pm on Monday 18 August 2025**. Please note that late applications will not be considered. Applications that are written by AI will not be accepted.

If you are experiencing any issues with your application, please contact Ruth: ruth@spreadtheword.org.uk