



Appointment brief

Finance Director, Profile Books

March 2024

Reference: PBNF





Profile Books

Profile is an established independent publisher of almost thirty years, with an outstanding international reputation for consistent success. We publish books of the highest quality and we're home to world-class writers and thinkers as well as emerging talent. The company was founded on April Fool's Day in 1996, with the intention to publish excellent books, to run a successful business and to create an enjoyable working environment. Profile has made a trading profit every year apart from its first.

We publish fiction and non-fiction across our four main imprints: Profile Books, Serpent's Tail, Viper and Souvenir Press, as well as working in association with the Wellcome Collection and The Economist. Our bestselling authors include Mary Beard, Alan Bennett, Julia Cameron, Adrian Chiles, Francis Fukuyama, Karen Joy Fowler, Janice Hallett, Ryan Holiday, Margaret Macmillan, Lucy Mangan, Hashi Mohamed, Ruby Tandoh and Shoshana Zuboff.

We are a lifelong home for authors and create books that surprise, delight and endure. In our not-quite three decades, we have had three Christmas number ones, more than any other independent publisher and equalling corporate rivals Harper Collins and Macmillan. We have won Independent Publisher of the Year at the British Book Awards three times, as well as imprint awards for Serpent's Tail and Viper.

When Profile began there were three people, now there are almost seventy in the company and we publish around 100 new books a year. We have had just one Finance Director thus far, so this is a significant moment and we are excited about finding a new person to join us as we look to the future. While the leadership of the company is changing, our mission remains the same: to publish a diverse range of distinctive books, of the highest quality, written by the best authors in their field, and to remain a beacon of independent publishing.



The role

Profile Books is looking for a Finance Director (FD) to lead on the development and management of the publisher's financial strategy and functions. This role involves leadership, strategic planning and overseeing key aspects of the company. As the Head of Accounts, Board Director, Company Secretary and a crucial member of the Executive group, you'll contribute to shaping the company's future strategy, with an emphasis on sustainable growth aligned with core values. The FD will hold responsibility for the overall finances and health of the business, reporting directly to the Managing Director.

Responsibilities:

ACCOUNTS

- Lead a talented team of 7, including direct reports from the Financial Controller and Head of Royalties;
- Manage the Financial Controller, overseeing financial processes, systems and controls to ensure operational effectiveness;
- Maintain statutory records and review statutory accounts;
- Spearhead budget preparation and monthly management reporting;
- Provide core financial performance insights to the CEO, Executive and Board, contributing directly to and participating in strategic business decisions;
- Alongside executive colleagues, influence and shape the overall strategy of the company;
- Develop and review all management accounts packs, ensuring accuracy and alignment with strategic goals;
- Manage transactional teams, overseeing sales ledger, purchase ledger, payroll, cash posting, and general ledger entries, direct VAT, PAYE, and Tax duties, including corporation tax responsibilities;
- Collaborate with auditors and review audit packs; when appropriate and with the board, appoint new auditors;
- Drive project management initiatives and their implementation;
- Directly contribute to payroll cost management; and
- Oversee the Head of Royalties, reviewing and assisting with author queries and author statement reviews.

BOARD DIRECTOR

- Contribute to Board meetings, providing crucial financial insights and support;
- Lead the Board's risk assessment responsibilities;
- Manage the Head of HR, fostering collaboration and relaying questions to the Executive;
- Build strong relationships with the non-executive Directors; and
- As company secretary, maintain the shareholder register and statutory information; prepare and send out board agenda; take the minutes of board meetings.

AD HOC PROJECTS

- Use modelling tools to assess future investments, including acquisitions, capital projects, and company restructuring;
- Conduct reviews of different business aspects, such as the success of various imprints and income streams;
- Collaborate with the Operations Director and Managing Director to assess terms for major contracts including printing and distribution; and
- Research and select accounting and royalty software, taking responsibility for implementation.

Skills & Requirements:

EXPERIENCE

- Experience leading a finance function in an organisation of comparable scale and complexity;
- Hold appropriate professional accountancy qualification;
- Experience of publishing or businesses within comparable creative industries and strong understanding of the drivers for such businesses;
- Experience of working with royalties, or other similar payment structures and with complex contracts;
- Experience of working in partnership with colleagues in the development of creative and innovative solutions, contributing to broad commercial and strategic discussion about business performance, challenges and opportunities; and
- Experience of working beyond the finance function, contributing to business priorities, the entrepreneurial nature of the company and corporate governance.

QUALITIES

- Strategic thinker: able to develop a future vision and set the course for the Finance function;
- Strong leadership skills and an ability to work across a variety of teams;
- Facility with balancing risk and reward in the long- and short-term;
- Keen to build on existing company strengths to meet a fast-changing market;
- Skilled communicator - able to engage across all levels of the business;
- Ability to provide effective and constructive challenge with senior colleagues; and
- An enthusiasm for books and the business of literature and reading.



Terms of appointment

We pride ourselves on being an outstanding place to work and a supportive team, driven by a love of readers, writers and ideas.

The role is full time and based in Farringdon, London. We are currently working to a hybrid home/office model, with a strong preference for the leadership team to be in the office a minimum of 80% or four days a week.

Salary competitive and dependent on experience. Benefits include 25 days holiday (rising to 30 days with length of service) plus bank holidays, pension, life insurance, annual bonus scheme for all employees, working day 9.30am – 5.30pm Monday-Friday with flexible working agreements by arrangement. Profile strives to be an equal opportunities employer. Please let us know of any reasonable adjustments you may require when attending an interview.

Pension: the post holder will be automatically enrolled into the qualifying works pension scheme, contributing at least 2% of salary while the Company contributes 7%.

We have an industry leading bonus scheme, with staff sharing 20% of profits up to a maximum of 25% of salary.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Profile Books on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code PBNF.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on 2nd April.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.