



# Head of Finance Application Pack August 2025

## Thank you for your interest in the Head of Finance role at the National Centre for Writing.

Since our beginnings in the early 2000s, the National Centre for Writing (NCW) has grown into a vital presence in the UK's literature sector and a vibrant cultural hub for Norwich and the wider region.

In 2012, we led the successful bid for Norwich to become England's first UNESCO City of Literature, and in our ongoing responsibility as the Focal Office for the designation, we continue to play a central role in the cultural, civic, and economic life of the city and county.

The latest chapter in our story began in 2018 with the opening of our extraordinary Dragon Hall campus, following a major capital redevelopment project that transformed this Grade I listed building into the home of the National Centre for Writing.

Our work is about the art of creative writing and literary translation: the power and pleasure this art form brings to individuals and communities, and the value it delivers to those who live in, work in, and visit Norwich, as well as to people who engage with us across the UK, around the world, and online. We offer courses, events, creative development opportunities, and community projects which offer participants the chance to fully engage in the act, business, and craft of writing, and to feel the transformative impact of it on their lives.

Seven years on from the opening of our home at Dragon Hall, we are now seeking a brilliant new Head of Finance to work alongside me and the Senior Management Team to ensure that we are financially resilient, robust, compliant, and accountable.

A vital and healthy finance function ensures that we can develop and set our strategic course, and build and maintain relationships with a wide range of partners and stakeholders. In short, it underpins our ability to achieve and deliver our aims and ambitions for generations to come.

If this role feels like the right opportunity for you, we look forward to hearing from you.

Best wishes,



Peggy Hughes  
Chief Executive

## About us

National Centre for Writing (NCW) is a dynamic literature house for contemporary writing, rooted in Norwich and open to the world. Our home is the Grade-I listed medieval Dragon Hall located on the historic King Street on the banks of the Wensum River in the heart of Norwich, England's first UNESCO City of Literature. This landmark venue consists of a 120-seat venue for live events, workshop spaces, and accommodation for writers' residencies, as well as office space for our core team of 21 staff members.

NCW exists to inspire connection, resilience, and understanding through writing, literary translation, reading, and the exploration of ideas. We are a place for the exchange of stories. Founded as New Writing Partnership in 2003 and becoming Writers' Centre Norwich in 2008, the organisation has steadily grown to become a leading voice in the UK and international literature sector as well as a key member of Arts Council England's group of seven regional writer and literature development organisations.

In summer 2018, NCW was launched with the restoration of Dragon Hall following a significant capital redevelopment project. We are an Arts Council England (ACE) National Portfolio Organisation (NPO), for the period 2023-2028. We hold close strategic partnerships with the University of East Anglia, Norwich City Council and Norfolk County Council.

## Our aims

NCW is a driving force in the literature sector, with a focus on building, sustaining, and diversifying the country's literary ecology. We work across three strategic areas – Art, Learning, and Place – to support writers and translators, connect with audiences, and push the boundaries of what our artform can do.

We create development opportunities for emerging writers and literary translators (Art), and work to programme wide-reaching events, learning opportunities, and residencies that seek to increase the range and depth of chances to get involved and benefit from creative writing, reading, and literary translation (Learning). Our ongoing work aims to improve the cultural, social, and economic ecology of Norwich and the wider region by helping to create a more attractive place to live, work, and visit (Place).

## Our values

- We are committed to an **inquisitive** approach to our artform and our engagement with artists, audiences, new work, and new ways of working
- We are a **collaborative** friend to all our colleagues, partners, and communities
- We provide a **welcoming** home for writing, in person, online and internationally
- We are **accountable** to all stakeholders, audiences and the planet
- We are built on strong foundations and are dedicated to a **resilient** future.

## Our current and future priorities

- Delivering a wide-ranging programme of events, workshops, and development opportunities to artists, participants, schools, and families
- Continuing to develop Dragon Hall to ensure it is a truly inclusive and accessible space that best tells NCW's story
- Launching a new 5-year UNESCO City of Literature strategy, developed with city partners
- Optimising and innovating NCW Academy, our suite of online and in-person creative writing courses
- Continuing to develop and embed our commercial offer by implementing a dynamic new marketing plan for weddings, parties and corporate hires, with targets which will contribute to our financial resilience
- Work in partnership with Arts Council England as a cornerstone of the National Portfolio in the 2023 – 2027 investment period, and preparing our application for the 2028 portfolio
- Reviewing and renewing our business model to ensure we can rise to the challenges of recent years and thrive in the future.



National Centre for Writing, Dragon Hall (c) Hannah Hutchins

## About the role

Sitting within the Senior Management Team, the Head of Finance will play a key role in helping to steer the organisation, managing a small finance team of two. The role will lead on the long term financial planning as well as the management of the day-to-day financial accounting, grant management, and reporting systems and processes, ensuring organisational stability and viability.

## About you

We're looking for an attentive and skilled team leader and problem solver to lead our small Finance team. We're seeking someone who holds a professional accountancy qualification and has demonstrable experience of working at a senior level in business and financial planning.

The Head of Finance job is a role that oversees the strategic long-term planning, management, and monitoring of the organisation's finances and financial systems. You will have excellent IT skills (particularly MS Office Excel), an eye for detail, and be able to demonstrate a systematic and orderly approach to your work. You will bring expertise in maximising commercial opportunities, and skills in preparing documents to funders and statutory bodies in a timely fashion.

Bringing the pastoral skills and presence expected of this role, the Head of Finance will work closely with the Chief Executive, Senior Management Team, and the Board to ensure the smooth running of the company's finance function.

You will possess a good understanding of the arts, cultural, charitable and voluntary sectors, and be expected to support NCW's charitable objectives, values, and ambitions.

## Equal opportunities

National Centre for Writing is committed to equality of opportunity, and is an Age Friendly Employer. We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us. By taking positive action (as permitted in the Equality Act 2010) we aim to prioritise interviews for eligible candidates who demonstratively meet all the essential criteria as outlined in the person specification who identify as having one of the following protected characteristics:

- Black, Asian or Ethnically Diverse
- Disabled and/or Neurodiverse
- Candidates from diverse socio-economic backgrounds as defined by household main earner occupation aged 14 and secondary schooling aged 12-16

## How to apply

To apply for the position of Head of Finance please fill out our application form and equal opportunities monitoring form at [nationalcentreforwriting.org.uk/vacancies/](https://nationalcentreforwriting.org.uk/vacancies/) along with a Personal Statement (maximum 1,500 words) and send to Amanda Salmon, Head of Operations & Commercial at [amanda@nationalcentreforwriting.org.uk](mailto:amanda@nationalcentreforwriting.org.uk).

Closing date for applications: 10am, Tuesday 9 September

Interviews: Friday 19 September

If you have any queries about the job role, application process, or would prefer the application documentation in a different format please email Amanda Salmon, Head of Operations & Commercial at [amanda@nationalcentreforwriting.org.uk](mailto:amanda@nationalcentreforwriting.org.uk).

When you submit your application, please ensure that you are available to participate between 10am – 6pm on the interview date.

## Terms & conditions

<b>Position</b>	Head of Finance
<b>Accountable to</b>	Chief Executive
<b>Responsible for</b>	Senior Finance Officer (four days per week), Finance Assistant (one day per week)
<b>Contract</b>	Three days per week/0.6 fte, permanent post
<b>Salary</b>	£52,000 fte (£31,200 pro rata)
<b>Benefits include</b>	Contributory Pension Scheme (after successful completion of probationary period), Cycle To Work Scheme, and Training and Development tailored to your level of experience
<b>Hours</b>	Standard hours are 7.5 per day to be worked between 9am to 6pm. Exact working hours for this 0.6 part-time role to be agreed with the Chief Executive. Some evening and weekend working may be required in order to fulfil your role successfully for which time off in lieu (TOIL) may be taken by agreement and in accordance with the Staff Handbook
<b>Leave</b>	Paid annual leave of 25 days per annum plus 8 public holidays pro rata
<b>Location</b>	NCW is located at Dragon Hall, 115-123 King St, Norwich, NR11QE. Travel within the region may be required. This role is largely office-based, though working from home for one day per week is an option post-probation period, to be discussed and agreed on appointment
<b>Probation period</b>	Six months
<b>Notice period</b>	Three months (one month during probationary period)



Muti'ah Badruddeen giving a short reading of her work at our Escalator New Writing Fellowships Showcase 2024-25 (c) Kashif Haque

# Job description

## Purpose of the role

NCW seeks to appoint a Head of Finance who will be responsible for effectively managing both the revenue and financial requirements of National Centre for Writing to enable the organisation to achieve its aims and ambitions.

## Main responsibilities

### Strategic

- Working closely with the Chief Executive and Senior Management Team to contribute to the overall strategic and business planning of the organisation and to lead on the organisation's short, medium, and long-term financial strategies.
- Work with colleagues across the organisation to contribute to both revenue and development strategies and support the preparation, delivery, and reporting of funding applications, sponsorship schemes, and fundraising campaigns.
- Work with colleagues to support our commercial company in order to maximise earned income generation.
- Act as Company Secretary.
- Keep up to date with emerging trends and developments in financial management.

### Financial planning, management and reporting

- Manage and service the Finance & Audit Committee (a sub group of the Board) and attend Board meetings and other sub groups as required.
- Lead on the preparation of annual and long-term financial budgets aligned to strategic objectives, and incorporating all funding streams with excellent financial analysis to drive decision making and identify

- opportunities to maximise income and minimise expenditure.
- Support specific strategic grant applications and management as needed.
- Lead on the timely production and communication of financial reports for the Board, sub groups of the Board, Senior Management Team, and budget holders. This includes annual budgets, department budgets, project budgets, monthly management accounts, cashflow forecasts, variance analyses, sensitivity analyses, and risk assessments.
- Oversee multiple contracts using our contract management system to ensure timely and accurate reports to all funders, stakeholders, and sponsors.
- Produce all statutory financial reports in a timely manner. Prepare end of year accounts in accordance with the Charity SORP and Companies Act in readiness for external auditors; file annual return submissions to Charity Commission and Companies House, and be the principal point of contact with those statutory bodies.
- Lead on NCW's audit process by preparing the documents, being the main point of contact, and signing off on the process

### **Day-to-day financial management**

- To be responsible for the day to day financial affairs of the organisation and to lead on the development, implementation, and management of all financial procedures and processes to ensure tight financial control and accountability.
- Ensure bank reconciliations are conducted on a timely basis.
- Ensure payment runs are carried out on a regular basis in accordance with payment terms and review creditors and debtors.
- Manage bank accounts, online banking, and foreign transactions, and ensure that reserves are invested for the best possible return.
- Oversee payroll and pension information with Senior Finance Officer in conjunction with external payroll provider.

### **Team management**

- Manage the Senior Finance Officer to ensure that a comprehensive support service is maintained and that work is delivered to the highest standard and that deadlines and targets are met.
- Provide guidance and support to the Senior Finance Officer including monitoring performance and training needs through one-to-ones and supervisory sessions, and carry out an annual Performance Appraisal.

### **Team working**

- Work collaboratively with team members and other colleagues in order to meet organisational objectives.
- Be an active and engaged member of the Senior Management Team, bringing the pastoral skills and presence expected of this role.

### **Compliance**

- Carry out duties in accordance with appropriate internal and statutory procedures.
- Adhere at all times to NCW employment policies and procedures with particular reference to Health & Safety, Safeguarding Children & Vulnerable Adults, Equal Opportunities and Diversity, and Confidentiality.

### **General**

- Act as an advocate for NCW - its vision, its activities, and its values - at relevant networks and meetings.
- Undertake training as identified and agreed to ensure the ongoing effective delivery of the post, and where applicable, to the required training relating to your professional qualification.
- Undertake any other duties assigned by the Chief Executive which might reasonably be deemed to be within the status of the job and appropriate to the post. All duties must be carried out with due regard to confidentiality.

# Person specification

## Qualifications

- A professional accountancy qualification (ACA or ACCA or 'qualified by experience')
- CIMA (Chartered Institute of Management Accounts) to the professional qualifications
- Educated to degree level or equivalent is desirable.

## Professional experience

- At least two years of experience in financial accounting at a senior level in a commercial, charity, or not-for-profit organisation
- Experience of developing long term finance and business strategies
- Skills in formulating budgets, budget control, monitoring, and reporting
- Experience of reviewing, developing, and implementing financial systems and procedures
- A good working knowledge of grant funding, VAT issues, PAYE, and the ability to broaden that knowledge as required
- Expertise in managing and reporting on multiple funding contracts and preparing statutory reports
- Experience of working with a Board of Trustees / Company Directors, stakeholders, funders and sponsors, and providing relevant financial information
- A good working knowledge of the role of Company Secretary
- Excellent IT skills are essential. Experience of using computerised accountancy packages (NCW uses Sage Line 50) and MS Office Word and Excel. Ability to apply this experience to improve and develop finance systems
- Experience of managing the finances of capital projects is desirable.

## Leadership and management

- Proven experience of leading, inspiring, motivating, managing performance of a team
- Implementation and results focus
- Focuses attention and resources upon meeting agreed organisational targets, priorities and objectives
- Applies skill, effort and judgement to get the job done
- Accurately assesses the length and difficulty of tasks and projects and breaks down the work into the process steps enabling the team to achieve its goals
- An eye for detail

## Adaptability and flexibility

- Open to change and new information
- Adapts behaviour and work methods in response to new information, changing conditions or unexpected obstacles
- Adjusts rapidly to new situations that warrant attention and resolution.
- Confident and able to remain composed and resilient under pressure, self-sufficient and capable of managing a diverse and rapidly changing portfolio of work
- Skills in internal and external communication and networking
- Excellent interpersonal skills and experience of working in highly successful and motivated teams that consistently excel in the achievement of organisational goals
- A creative problem solver
- Willing to share knowledge
- Conveys ideas and facts orally and in writing clearly, concisely and effectively with ability to negotiate and influence
- Listens actively and communicates in a timely manner.



City of Literature Publishing Fair at Dragon Hall (c) Luke Witcomb

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