

**Web:** [www.rustyquill.com](http://www.rustyquill.com)

**Email:** [mail@rustyquill.com](mailto:mail@rustyquill.com)

**Mail:** Rusty Quill Ltd., 27 Old Gloucester Street, London, WC1N 3AX



# Head of Finance – Job Specification

## Our Company

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Rusty Quill is a London-based UK entertainment production company and podcast network. We specialise in creating original, free-to-consume content as well as offering third party production services, with the aim of providing a platform for new and interesting voices and talent. Our podcasts currently receive in excess of 2,000,000 listens each month and according to recent industry metrics, we are currently the most successful independent audio drama podcast network in the UK.

### Values:

- *Opportunity*  
Offering paid employment opportunities for those seeking to break into media production
- *Representation*  
Providing a platform and safe, non-discriminatory workplace for new and diverse creative voices with poor representation in more established media
- *Community*  
Working with our fans to grow a friendly and supportive community, united by our love of storytelling
- *Responsibility*  
Providing leadership by example and working with our peers to improve the business practices of the media production industry

### Media links:

- [www.rustyquill.com](http://www.rustyquill.com)
- [www.facebook.com/therustyquill](https://www.facebook.com/therustyquill)
- [www.twitter.com/therustyquill](https://www.twitter.com/therustyquill)
- [www.linkedin.com/company/rusty-quill-ltd](https://www.linkedin.com/company/rusty-quill-ltd)

### Our Shows:

- ***Stellar Firma (2019-present)***  
Dystopic sci-fi comedy following a pair of inept custom-planet designers
- ***Outliers (2017-present; in association with Historic Royal Palaces)***  
Fiction anthology showcasing events and characters from the edges of history
- ***The Magnus Archives (2016-present)***  
Horror fiction show looking into what lurks in the archives of a supernatural research institute
- ***Rusty Quill Gaming (2015-present)***  
Actual Play RPG show following the ongoing adventures of a ragtag mercenary group, played by real-life performers and gamers

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## Role Summary

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We are looking for a part-time Head of Finance who is capable of both strategic planning and direct general accounts management to join our Senior Leadership Team and spearhead and help navigate our company through a period of rapid expansion into the mainstream media market.

## Role Details

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- **Position:** Head of Finance
- **Location:** Remote (London preferred)
- **Hours:** Part-time (16-24 hours per week - Negotiable)
- **Pay:** £10 per hour plus expenses and corporate fees
- **Start Date:** Immediate / ASAP
- **Contract Length:** Permanent
- **Additional:** Potential to participate in creative productions

## Responsibilities

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This role involves

- Working closely with the Senior Leadership Team and reporting to the CEO
- Fortnightly online strategy meetings with the Senior Leadership Team to update on financial activities
- Spearheading company-wide budgetary planning and working with department heads to oversee implementation
- Direct company accounts management including:
  - General bookkeeping
  - Payroll processing
  - Corporation Tax and VAT calculation/returns
  - Payable and receivable invoice processing
- Maintaining and improving financial infrastructure within the company including
  - Sage
  - Proprietary company databases/systems
- Maintaining and improving relationships with service providers and contractors, including:
  - Banking institutions
  - External accountants
  - 3<sup>rd</sup> party payment systems
  - Contractors
- Ensuring that all of the company's financial practices are in line with statutory regulations and legislation

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- Working with the CEO on general financial forecasting for the company including:
  - Analysis of market trends
  - Strategic budget planning
  - Working capital maintenance
  - Financial liability analysis
- Establishing our professional industry network, including:
  - Maintaining a current working knowledge of the industry
  - Attending industry events and networking on behalf of Rusty Quill
  - Assisting to negotiate business collaborations
- We also encourage you to interact with our fan community via our social media outlets and Discord server

## Requirements

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As this is a Senior Leadership role, we do have some specific requirements.

We are looking for someone who:

- Has professional accounts management experience with SMEs including:
  - Bookkeeping
  - Payroll
  - Corporate Tax and VAT calculation/returns
- Is highly proficient in the following systems:
  - Sage Accounting Software
  - Sage Payroll
  - Microsoft Excel/ Google Sheets
- Has a strong current working knowledge of relevant statutory regulations and legislation
- Has demonstrable experience working on financial forecasting
- Has demonstrable experience working with sensitive information including employee information
- Has demonstrable experience in leadership, project management and negotiating with third parties
- Helpful secondary qualities include:
  - Experience working in the media industry and podcasting specifically
  - London-based and able to attend events in person
  - Experience using Slack/ Discord/ S3/ JIRA
- Can be contacted via phone/email/Instant Message both in and outside normal office hours (due to international calls etc.)

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## Person Specification

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An ideal candidate is:

- Organised, self-disciplined and self-motivated
- Able to work well in a distributed working environment with minimal oversight
- A strong communicator
- Actively interested in online media production (especially podcasting)
- Familiar with our existing work and online communities
- Confident in their financial skills and comfortable providing strategic advice
- Comfortable engaging in “geek culture”

## Application Process

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Please send a cover letter to [HR@rustyquill.com](mailto:HR@rustyquill.com) with the subject line:

“Head of Finance Application – [NAME] –[DATE]” and attach a copy of your CV (ideally PDF)

Please Note: If you’re intending to perform this role alongside another working position, it’s your responsibility to declare any potential conflicts of interest to all affected parties at the outset.

Candidates that make it through the review stage, will be invited for a telephone interview, after which we’ll make our final decision and let you know the outcome of your application.