

JOIN THE READER TEAM



WELCOME

Thank you for your interest in working with us. We hope that in return we can offer you an exciting and varied job, a career filled with purpose, development opportunities and many additional benefits.

The Reader is a national charity that uses the power of literature and reading aloud to transform lives. Everyone who works with us, regardless of their job title, plays a part in contributing to this. Our Shared Reading model brings people together to read great stories and poems - creating powerful moments of connection. In a world that feels increasingly divided, and with increased pressures on our mental health, Shared Reading offers us time and space to share what matters to us.

"Shared Reading gave me the confidence to believe in myself. I'd never experienced anything like it; just talking about what came up in our minds as we read the text. It was a small group, and nobody was trying to show off in a way that sometimes happens in academia.

It was gentle, and kind, and lovely. I thought it was amazing. I realised I didn't need any literary experience. In fact, I didn't need anything besides the openness to engage, connect and be present."

Mariana
Storybarn Coordinator



We are very proud that wellbeing has been and always will be a priority here, and many of our staff stay with us for a long time because of this.

We are committed to benchmarking our salaries regularly to ensure we provide good pay in a competitive sector, offering opportunities for personal development and career progression and enabling staff to experience the life-changing benefits of Shared Reading.

We are based at the beautiful Mansion House in Calderstones Park in South Liverpool, and a nationwide charity whose values and ethos span our remote team and the communities we support. The Reader is a place unlike any other, where everyone is welcome, and where anyone can come to experience literature, find and share meaning, be nourished, develop new skills and explore creativity. Our work is supported by a collective of commissioners, grant funders, corporate partners and individuals.

Jemma Guerrier

Managing Director



"At The Reader you are a person, you're thought of as a complete individual and your needs are taken into account. It's allowed me to 100% be myself at work."



WHAT SHARED READING DOES

"It's about feelings.
It's about reading something and saying 'that's just made me feel this' - it's about connection. That's what happens in the room in between the story."

If you're new to literature or not, the impact of getting together and connecting through reading aloud, whether a book or poem, is at the heart of everything we do. In contrast to traditional reading groups, in our Shared Reading sessions the reading takes place within the groups themselves, rather than in advance. The liveness of the reading opens up space for new thoughts to emerge and new connections to be forged. We read with school groups, families, adults, looked after children, older people in care homes, adults with physical and/or mental health conditions, people coping with or recovering from addiction and individuals in the criminal justice system.

We know that our work is helping to improve wellbeing, reduce isolation and build stronger communities. We offer the opportunity for all our staff members to experience and benefit from shared reading. It is open to all and you don't need to be academic or have previous experience with literature. You might be surprised at what shared reading can do for you too.

Katie Clark
Director of Literature



85%

say Shared Reading helps them to understand other people better

95%

say Shared Reading makes me feel better

95%

look forward to their group as an important part of their week



*Shared Reading Adult Community Group participants,

STAFF BENEFITS

- **Generous holiday entitlement.**
- **Holiday exchange scheme.**
- **Flexible working options including home, hybrid and remote options.**
- **A chance to experience the benefits of Shared Reading.**
- **Employee Assistance Programme.**
- **Hardship Fund.**
- **Enhancements to statutory provision for maternity / paternity and sickness absence.**
- **Beautiful head office location.**
- **Free onsite parking.**
- **Regular opportunities to visit for remote staff.**



**Hear from our people in their own words
about why they love working at The Reader:**

**"If you're looking for an employer who cares about you and your wellbeing
then it's the right place."**

We are extremely invested in the wellbeing of our people, particularly when it comes to mental health and vulnerability.

**"There is always a very open dialogue with regards to new roles. I was
encouraged to go for another role if it was out there. I was allowed to develop
as I could and make my own decisions."**

We are hugely supportive of career development and proactively provide opportunities for our people to develop and grow. We offer lots of different progression paths, including into other roles and departments.

**"When I'm having a bad day I tell myself that I'm helping support the people
who deliver those Shared Reading groups."**

We are mission driven and values led. We offer company wide annual 'Think Days' where we all get together to enjoy Shared Reading.

OUR VALUES

Our values reflect and shape our behaviour and guide our volunteers, staff, trustees and supporters as we work together to bring people together and books to life.



We read to lead

Great literature is in our DNA, developing imagination, deepening understanding and expanding experience. Reading is also about the kind of attention and understanding we give to our actions, other people and the wider world.

We are kind but bold

Through kindness we inspire ourselves, and others, to do more than we might have thought possible, always aiming for encouragement and trust. But we are bold, too, in saying what we mean as clearly as we can.

We make our own pattern in the world

We don't simply do as others do, we try to work out what is good and right, and do that. We value innovation, foresight and bold ideas in every part of our organisation.

We learn from experience and we learn through our mistakes

We're not afraid of owning our mistakes: understanding them helps us grow. We try to be creative in difficult situations, lively-minded and willing to learn.

We love The Reader and take responsibility for it

Everyone at The Reader is The Reader. We each take responsibility for making The Reader as good as it can be: we pick up the rubbish, speak up when we've made a mistake, notice and try to fix the glitches.



BELONGING AT THE READER

Our diversity, equality and inclusion statement



In a nearly twenty-year history of developing Shared Reading groups, The Reader has created thousands of warm and welcoming spaces where all comers are seen and, when they choose to speak, heard.

We consciously work to build the same warm and welcoming feeling, the feeling of belonging, in our workplace. Kindness is one of our values and it helps us care about how we treat each other, always aiming for encouragement, openness and trust.

We use our values to try to ensure The Reader is a thoughtful environment, and we ask all colleagues to be bold, building an environment where all needs and concerns can be raised, listened to, and when possible acted upon. So we'll ask you to tell us if you have any specific needs or if there are things we can do to make you feel more at ease.

One of our values is 'we make our own pattern in the world' and we do that by appointing the best candidate to the role. Current employees and applicants for jobs will always be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, sex, gender, gender identity, marital status, nationality, race or ethnic origin, religion or belief, sexual orientation or socio-economic status.

In our commitment to build diversity into our teams and programmes, we are particularly keen to receive applications from people from black, Asian and minority ethnic backgrounds; LGBTQ+; those with disabilities, those with unconventional life experience or educational background.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact jobs@thereader.org.uk

APPLICATION PROCESS

"The Reader staff are a warm, generous and supportive team. A real cliché but it really does feel like one big family where everyone has your back."



All employment offers are conditional upon receipt of two satisfactory professional references. Referees will be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission. Where necessary and appropriate for the role, a relevant DBS check will be undertaken as part of the onboarding process.

How to apply

Visit thereader.org.uk/jobs to download an application form. Once completed, please send to laurakershaw@thereader.org.uk. Unfortunately, if we receive a high volume of applications, we may not be able to reply to everyone individually.

Equal opportunities

We are committed to attracting diverse candidates. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview: Black, Asian and Minority Ethnic, LGBTQ+, those with disabilities, those with unconventional life experience or educational background.

Selection process

If successful at shortlisting, you will be invited to interview. There may be an informal stage for some roles, for other roles we may also ask you to complete a task ahead of or at the interview, and for some roles we will hold a second stage interview. We will keep you informed of our expectations during the process. We will provide all interview questions in advance.

Attending the interview

We will cover travel expenses for anyone who is not currently in a position to do so. If you need any more information on the format of the interview, who will be interviewing, and what to expect on the day, please contact laurakershaw@thereader.org.uk.

If you have any special requirements, please let us know in advance and we will be happy to make any adjustments needed.

FINANCE MANAGER (MATERNITY COVER)

HOURS/FTE: 35 hours per week / 1 FTE

REPORTS TO: Director of Finance, Governance and Commercial Planning
BASED: Hybrid Working - Minimum 2 days (Thursdays and Fridays) based at Head Office at Calderstones Park, Liverpool, L18 3JB

CONTRACT: Fixed Term (Maternity Cover)
SALARY: £32,148.36 per annum

CLOSING DATE: 9am, Monday 14th July 2025

VACANCY REF CODE: MA_140725

About the Role:

The Finance Manager will provide leadership to the finance team. The Finance Manager manages some of our key accounting processes alongside responsibility for the day to day activities of the Finance team. This is a diverse role that requires an ability to maintain a financial overview, undertake a wide range of financial transactions and be adaptable to the needs of the organisation. The role involves working closely with the Director of Finance to deliver a strong and effective finance department at The Reader.

The Finance Manager role is key to maintaining standards and reporting accuracy, with oversight of the working practices of the finance team and wider organisation to ensure strong processes are in place for monitoring finances, seeking best practice from inside and outside the sector.

Relationship building is a vital part of the role – in addition to advising on technical accounting matters, the Finance Manager applies a flexible, innovative approach to their work, adding value to the organisation through collaboration and interaction with the leadership team, the wider organisation, The Reader community and external stakeholders.

Key Responsibilities:

- Ability to demonstrate a good practical working knowledge of finance matters and processes in order to respond as issues arise
- Ability to manage the core finance function of the organisation including the Community Interest Company trading subsidiary
- Ability to perform all day-to-day financial transactions including Sales and Purchase Ledger, credit control, bank reconciliations, management of the company credit cards, petty cash and cash float management
- Responsible for payroll systems, payroll processing, payroll compliance including fluent knowledge of HR policies pertaining to payroll
- In-depth knowledge of accounting/financial controls
- Technical knowledge relating to accounting month end and year end processes for both entities
- Supports the Finance Director in the production of timely monthly management accounts and annual consolidated accounts, providing relevant data for the Charity Board, CIC Board, Audit Committee and Directors Group
- Knowledge and skills to ensure robust processes and procedures for control of cash flow, VAT and other tax and Gift Aid
- Maintains the Fixed Asset Register
- Excellent IT skills including Microsoft Office, highly proficient in excel and experience of using finance systems such as Sage and Sage Payroll
- Point of contact for finance matters in the absence of the Director of Finance
- Manage the Finance Coordinators, providing meaningful support and guidance necessary so they can perform their role, and providing on the job training. Empower and motivate the finance team by leading, coaching and developing them to achieve their full potential.
- Trains and passes on knowledge to the finance team and wider organisation, provides support and training to budget holders
- Shaping the development of finance processes and good practice both in the finance team and operationally.
- Work with the Finance Director to manage the performance of departmental budgets, supporting budget holders to ensure that financial plans are monitored and controlled and identifying key areas of risk
- Producing technical financial reports, such as funder reports and month end accounting reports, providing insightful financial analysis and reporting. Excellent attention to detail.

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- Communicating technical financial information to non-financial colleagues and the wider Reader community (financial policies and procedures, budget management, financial reports, funder reports, KPIs, management accounts, financial statements, key metrics and benchmarks for financial and operational performance)
- Work collaboratively across the organisation, ensuring high quality service for internal and external customers/stakeholders, altering communication style to easily convey information
- Works closely with teams across the organisation to provide financial reporting to funders, cost new products and review existing arrangements
- Point of contact for external audit queries and liaison with the auditors regarding accounting queries, responding to queries relating to the annual Audit and deal with any requests for information promptly and efficiently
- Liaison with HMRC for guidance, reporting and compliance matters
- Manages supplier relationships and payments management
- Lead the team in providing regular contact with all customers when dealing with invoicing and credit control issues, ensuring that good customer service and Reader values are ingrained in all communication
- Plans cycles of work for the finance team, supervises the workload of the finance team and ensures that the work of the team is delivered on time and as planned
- Work with the Director of Finance to set team objectives and sets individual objectives for the Finance Coordinators
- Work to deadlines to support month-end accounts preparations, contributing to the timely production of monthly management accounts and the annual consolidated accounts
- Be able to prioritise conflicting deadlines, and meet all deadlines during payroll processing and month end week
- Finance Manager looks at everything in detail to pick up anomalies, patterns and correlations, controlling and monitoring our financial systems.
- Be able to find solutions to a range of practical and procedural issues that occur to keep the finance department running smoothly, and ensure that our arrangements meet our changing organisational needs
- Supplier or contract relating problem solving, using initiative to contact suppliers when a problem might occur

- Responsibility for compliance with regulations such as VAT and payroll regulations, and internal procedures and policies
- Act as a point of reference for the finance team across the organisation, ensuring financial processes are balanced with wider organisational values

Any other duties commensurate with the grade, including taking part in, or leading a Shared Reading group.

Person Specification:

- Minimum part qualified accountant (e.g. AAT/CIMA/ACCA)
- Experience working at team leader/management level
- Experience within the voluntary, social enterprise and small business sector
- Experience producing financial analysis reports
- Experience producing and submitting VAT returns
- Experience processing payroll
- Experience of costing processes
- Excellent communication skills with the ability to build rapport with a range of people
- Knowledge of relevant IT and accounting systems including Sage Accounts, Sage Payroll and Microsoft Office
- Ability to balance necessary processes with putting people at the heart
- Leadership and people-management skills with the ability to offer both challenge and support, living our value 'Kind but bold'
- Evidence of the ability to bring innovative solutions to everyday organisational challenges
- A flexible approach to work, demonstrating a willingness to get stuck in where necessary and learn from all successes and mistakes
- Ability to work under pressure, delivering to tight deadlines, manage conflicting priorities and demonstrate high levels of emotional resilience
- Be able to demonstrate an understanding of the wider work of The Reader Group, and its social mission, values and purpose
- A commitment to a developmental culture through an openness to ongoing learning and personal development
- Dedicated with the ability to work independently, use initiative and solve problems creatively and to take an active approach to personal learning and development
- Keen eye for detail and a high level of accuracy

If you're inspired by our mission, are looking for a new challenge, and want to work for a forward-thinking organisation at a really interesting time, we'd love to hear from you. Please send your completed application forms to laurakershaw@thereader.org.uk

Find Out More

Visit our website

For the latest opportunities and news, along with ways you can get support the Reading Revolution and details of where to find a Shared Reading group, visit thereader.org.uk

Follow us on social media

Follow @thereaderorg on Facebook, Twitter and Instagram for all the latest updates.

Drop into a group

Experience the joy of reading aloud together in a Shared Reading group - for free and for everyone. Visit the website or call 0151 729 2200 to find a group near you.

Tune into The Reader podcast

Discover what our Reading Revolution is all about and help spread the word. Listen on Spotify or Apple.



Find us @thereaderorg



The Reader is supported by:



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