

**Do you want to work in the Finance Department at The Tablet?**

The Tablet is the oldest and most influential International Catholic journal in the English-speaking world. Due to the retirement of a long-serving member of staff we are reorganising our finance department.

We are looking to fill two key positions at our offices in west London.

**Accounts Assistant**

Permanent  
Salary on application

**Job description**

• An all-round position, incorporating a variety of tasks, including accounting and clerical support, responsibility for filing systems, data entry, record keeping and accuracy of information, processing of daily business transactions (both sales and purchase ledger), credit control, ad hoc reports, solid understanding of bookkeeping and accounting policies and procedures.

**Key responsibilities:**

- Matching, coding and processing purchase invoices.
- Supplier statement reconciliations.
- Bank reconciliations.
- Ad hoc administrative tasks.

**Requirements:**

- One-two years' experience in an accounts assistant position, preferably within an advertising, publishing or media environment.
- Studying towards an accountancy qualification (CIMA/ACCA/AAT).
- Candidates should be responsible, organised, numerate and accurate with excellent attention to detail.
- Strong communication skills with the ability to communicate effectively with staff at all levels.
- Excellent time management and ability to work to deadlines.
- Excellent knowledge of Sage and Excel.
- Interest in the media industry.

If you are interested in this role, please send your CV and a covering letter to Pippa Lee: plee@thetablet.co.uk or call 020 8748 8484.

**Closing date: 2 September 2019**

**Senior Finance Manager**

Fixed term contract, one year, two days per week.  
Salary on application.

- Extensive knowledge of VAT regulations.
- Experience in deferred income reconciliations.

**Job description**

- Management of the development of the finance function and its team.
- Preparation of the accounts per entity and consolidated month end accounts.
- Ensuring the company's accounting and financial reporting are correct and in line with the applicable accounting standards.
- Ensuring the company maintains a strong financial control environment.
- Quarterly VAT return; EC sales return; Irish VAT return.
- Managing the relationship with external auditors and the external audit process.
- Consolidation and reporting against budgets and forecasts.
- Working closely with senior management figures and advising on key business decisions.
- Cash management.
- Cashflow forecasting.

**Requirements:**

- ACA/ACCA/CIMA qualified – five years' experience.
- International accounting experience.
- Strong financial accounting background with experience of accounts management for charities.
- A proven track record in financial control and strong attention to detail.
- Knowledge of Sage accounting software.
- A genuine interest in publishing and the digital media sector.
- Strong Excel and IT skills essential.
- Experience working in publishing or media preferable.
- Confident and flexible team player.

If you are interested in this role, please send your CV and a covering letter to Pippa Lee: plee@thetablet.co.uk or call 020 8748 8484.

**Closing date: 2 September 2019**



In your heart. In your prayers.  
**In your Will?**

**A gift in your Will is a wonderful way of providing for the people and causes you love and pray for.**

Your Catholic Legacy asks you to consider celebrating your faith by leaving a gift in your Will to your favourite Catholic organisations.

For more information please visit:  
[yourcatholiclegacy.org.uk](http://yourcatholiclegacy.org.uk)  
or call 020 7095 5370

Thank you

**Margaret Beaufort Institute of Theology**  
A member of Cambridge Theological Federation

**12 Grange Road, Cambridge, CB3 9DU**

Four New MA Degrees from Anglia Ruskin University

**Contemporary Ethics**  
**Contemporary Faith and Belief**  
**Pastoral Care & Chaplaincy**  
**Spirituality**

We are recruiting for entry in September 2019 or January 2020  
**For more information, please visit**  
<http://www.margaretbeaufort.cam.ac.uk/masters/>

**Advertise in THE TABLET**  
please contact Lisa on  
**01903 412996 or 07958 046147**

**Subscribe to The Tablet.**

[WWW.THETABLET.CO.UK](http://WWW.THETABLET.CO.UK)

**ADVERTISE YOUR VACANCY IN THE TABLET**  
AND ON THE LEADING CATHOLIC JOBS WEBSITE [WWW.CATHOLICJOBS.CO.UK](http://WWW.CATHOLICJOBS.CO.UK)

**WHY SHOULD YOU ADVERTISE YOUR VACANCY WITH US?**

**THE TABLET ATTRACTS 70,000 READERS EVERY WEEK - ONE OF THESE COULD BE THE CANDIDATE YOU ARE LOOKING FOR**

**REACH: 70,000\***  
READERS OF THE JOURNAL AND OVER 100,000\*\*  
WEEKLY ONLINE BROWERS

SOURCE: \*TABLET RESEARCH \*\*GOOGLE ANALYTICS 2018

**THE TABLET HAS A GUARANTEED AUDIENCE OF OVER 17,000 PAID READERS EVERY WEEK**

SOURCE: PUBLISHER'S STATEMENT 2018

**OVER 80% OF THE TABLET READERS ARE EDUCATED TO DEGREE LEVEL OR HIGHER**

SOURCE: TABLET RESEARCH

**HOW TO PLACE YOUR ADVERTISEMENT** | **AGREE YOUR JOB SPECIFICATION**  
CALL: +44 (0) 1903 412996 /+44 (0) 7958 046 147  
EMAIL: [LISA@OTTWAYMEDIASOLUTIONS.COM](mailto:LISA@OTTWAYMEDIASOLUTIONS.COM)