



Job Title: Business Affairs Admin Assistant (One year contract)

Reporting to: Senior Business Affairs Manager

Key functions (under supervision) include:

- Scanning statements and assisting in chasing for overdue payments/statements etc. as may be necessary.
- Front/back-filling of any foreign rights, permissions and other subsidiary agreements onto the Biblio system (as required.)
- Maintaining contract files and other day-to-day records.
- Providing key administrative support to the Senior Business Affairs Manager and general administrative support to the rest of the Business Affairs & SR Compliance team where necessary.
- Setting up/running regular departmental Biblio reports relating to head contract expiries, overdue advances, unfulfilled agreements, development fees etc.
- Handling/issuing licences for permission requests from external sources for the use of Walker controlled copyright material, informing relevant departments as and when necessary where requests might affect them and liaising with Business Affairs Executive & Compliance Controller over invoicing for any payments due.
- Writing to authors, illustrators and/or agents promptly after monthly contracts report is produced to inform them of the sale of rights in their titles.
- Sending out copies of sub-licensed editions to authors/illustrators as appropriate.

It would be an advantage (but not essential) for applicants to have some experience in administration, contracts or a related field. The role will appeal to someone who has excellent administrative and communication skills, a good eye for detail, likes to work within a small team and is highly computer literate – Word, Excel, Biblio and VISTA (in-house training provided).

Prepared by:

Name:		Signature:		Date:	
Title:		Department:			

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.