

JOB DESCRIPTION

Job Title: Compliance Controller (Business Affairs)

Department: Business Affairs

Reports to: Senior Business Affairs Manager

Purpose of the job:

Payment of head contract advances & flow through of subsidiary rights income; invoicing and collection of payments for all foreign rights, licensing and other subsidiary rights agreements (whether advances, guarantees or royalty income) in a timely manner and maintaining up-to-date, accurate records and filing systems relating to such income ensuring accurate posting to the royalty system; other ad hoc tasks across department as and when necessary

Key tasks:

- Invoicing for Foreign Rights, Licensing, permissions and any other subsidiary rights income (advances, guarantees & royalty earnings)
- Compliance tracking & chasing for royalty statements, unpaid invoices and advances & guarantees from Foreign Rights, Licensing, permissions and other subsidiary rights licensees via Biblio and/or department spread-sheets as needed
- Entering Receipts onto Biblio, ensuring relevant commissions deducted/paid over, currency conversions, bank charges & foreign tax dealt with as needed
- Verifying royalty statements received in & querying as may be necessary; accurately posting onto Biblio royalty system; providing SR Royalty statements to Assistant for scanning/filing
- Monthly reconciliation of SR Receipts
- Managing credit control system for overdue debt; liaising with relevant department members regarding next legal steps; liaising as needed with Debt Collection agency
- Completing double taxation forms ensuring correct liaison with relevant tax offices and agents as necessary
- Helping to test relevant areas of new Biblio Royalties developments when system releases issued by Virtusales (every 6-8 weeks)
- Payment of flow-through sub-rights income on a monthly basis to those authors where income exceeding contractual threshold has been received
- Managing payment of advances due on Biblio system/activating payments when contractually due (running necessary reports to track) + ensuring onward correctly raised payments on Access Dimensions on a timely/regular basis (2-3 times per month); ensuring correct VAT is paid on a self-billing basis & withholding tax deducted /correct tax paperwork in place, as relevant, for overseas payments)
- Payment of development fees prior to contracting ensuring that when book is contracted any fee paid is deducted from advances due
- Keeping author VAT and tax statuses up to date and correct on Biblio
- Updating centralised spreadsheets for withholding tax deductions made/not made under self-certification
- Regular meetings/liaison with Business Affairs senior staff, relevant Licensing teams and International Sales to run through outstanding payments, discuss and resolve outstanding issues and liaison on legal follow through for unpaid advances and/or termination of agreements/reversion of rights, as appropriate to situation
- Set up and run monthly report to Candlewick & WBA of respective sub-rights income received by UK for respective US and WBA originated titles showing title, sub-right type, and splits due to author, illustrator (if appropriate), publisher share to CWP/WBA and UK share retained

- Receiving mirror monthly sub-rights reports from US & Aus of sales they have made of UK originated titles; ensuring income posted their side is correct & approving for posting to royalty system
- Related administration: maintaining files & records; own correspondence
- Dealing with both internal and external payment and related queries

**The management has the right to amend the job description
in consultation with the employee to reflect changes in or to the job**