



Job Description

Job title	Account Executive
Reporting to	Bible Production and Development Manager
Staff responsibility	None
Location	Swindon based (with some flexibility to work from home)
What we do	
<p>Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and equipping pastors and teachers. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible, and inviting change in how people see the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.</p>	
Summary of role	
<p>Responsible for managing the production cycle from enquiry to delivery and invoicing, in a well organised and seamless process, and for finding solutions quickly, should issues arise.</p> <p>Manage and grow customer accounts for Bible production while providing exceptional service to all stakeholders around the world, which may involve international travel.</p>	
Main responsibilities	
<ul style="list-style-type: none"> • Manage turnover and associated margins on Bibles and New Testaments for Bible Societies and other agencies around the world. This has traditionally been in the region of £2 million and has the potential to grow • Manage all aspects of the production cycle from enquiry, to creating product specification, supplying price and managing production, through to delivery and supplying invoice • Ensure that all relevant processes are carried out, in particular checking and assessing credit-worthiness of clients • Calculate and report on appropriate royalties for designated customer accounts • Ensure that all materials sent to suppliers meet appropriate technical standards • Support the stock needs of other Bible Societies using supply chain methodology • Ensure that print materials supplied are correctly licensed for the specified purpose, and that IP and copyright agreements are adhered to and protected • Ensure all products are consistent with and conform to Bible Society requirements and our Royal Charter <p>General</p> <ul style="list-style-type: none"> • Adhere to our policies and standards in all areas of your work 	

- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

Who we need

Qualifications

- A degree in print/publishing, or equivalent industry experience

Knowledge

- Demonstrable knowledge of print processes and book binding, with an ability to recognise, and help others to appreciate, potential issues – seeking to manage Bible printing risk
- A basic understanding of licensing, IP and copyright matters or a willingness to learn

Experience

- In book production, commercial printing or book publishing
- Significant experience of managing customer accounts and, by excellence in this area, increasing turnover with high customer satisfaction
- Proven experience of creative input into product specification to ensure the best outcome for the customer, as well as cost effectiveness in production

Skills

- Skilled at managing high throughput, high value business, with regard for effectiveness and profitability, together with excellent attention to accuracy and detail, including on matters relating to licensing, IP and copyright
- Ability to build successful relationships with clients and suppliers at home and overseas, working sensitively in a multicultural context
- Ability to negotiate and work with suppliers to achieve customer requirements
- Able to assess priorities and manage time, quality and budget, always with a high attention to detail
- Computer literate, especially in Windows, Microsoft Teams, Excel, Outlook and Word, as well as Adobe applications such as Acrobat and PitStop plug-in, with the ability to learn and understand new systems

Personal attributes

- Able and willing to travel nationally as well as internationally when required, with the legally required documentation, e.g. passport
- Committed to the profitability and significant missional outcomes of Bible Society Resources Ltd (a separate, wholly-owned company of Bible Society)
- A team player, ready to help others in the team when necessary
- Cultural sensitivity
- Flexible to work through activity peaks at different stages of the year
- Self-motivated, with a proactive approach and a 'can-do' attitude

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God.

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image.

Bold – we're willing to work hard and face hard questions, because we trust each other.

Skilful – we study, learn and practise, making the effort to serve others with our best.

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together.

Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

Character for leadership – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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