

**JOB DESCRIPTION**

**for**

**FINANCE OFFICER**

**(Income and Management Information)**

**Responsible to**: Director of Finance and Administration

**Location**: Snetterton, Norfolk

**Departmental Overview**

The Finance and Legacy Administration department consists of six posts. In the finance team there are three posts of which this is one. Close working co-operation and a good understanding of the roles of all the staff are essential. The post holder will be liaising with staff across the organisation – those in Head Office, those at the 4 Farms and their Visitor Centres and Field Officers based around the UK.

**Aim of Job**

To contribute to the smooth and efficient running of the Finance Department, with sole responsibility for the sales ledger and other income recognition and the production of management information.

**Main duties and responsibilities**

* To be responsible for all aspects of income excluding legacies in the finance department including the processing of Farm and Visitor Centre and Shop income
* Balance sheet reconciliations including prepayments and accruals
* To record monthly movements in stock and investments
* To maintain the fixed asset register and ensure items of capital expenditure are accounted for correctly
* To calculate and record the value of accrued legacy income monthly
* Identify possible improvements to processes and controls (both manual and relating to systems) and to enhance reporting of performance and budgets. After agreeing them with the Director of Finance of Administration, work with the team and with other departments to implement those improvements
* Monitor organisation-wide compliance with those financial procedures for which the job holder is responsible, reminding staff appropriately of the need to comply and alerting the Director of Finance and Administration to instances of material or repeated non-compliance
* Work with Finance colleagues and the business to ensure accurate and timely recording of all income and expenditure
* Working with other departments to facilitate the migration of financial information as required
* Assist the Director of Finance and Administration in preparing for statutory and other auditors by providing analysis and answering queries
* Maintain an up to date record of processes and procedures which enables others to carry out tasks if required
* Carry out other job related tasks as requested by the Director of Finance and Administration

**Budgeting and reporting**

* Manage the annual budget and reforecasting process including creation of a timetable, templates and guidance for managers
* To meet regularly with managers to understand their team plans and resourcing needs
* To produce monthly management accounts and accompanying analysis, ensuring that accruals and prepayments are complete
* To assist managers in the design of new KPIs and reporting that will support organisational strategy
* To understand all the income streams, their associated costs and planned strategies and work with fundraisers to ensure we have the data and tools necessary to be able to track performance and learn from results

**Farm income**

* Record and monitor Farm and Visitor Centre income ensuring that till records, cash and credit card information is reconciled and accurate
* Ensure that VAT is accounted for correctly
* Review transactions prior to processing for unusual items and draw them to the attention of the Director of Finance and Administration
* Work with Visitor Centre staff to ensure that processes and procedures are up to date and complied with
* Work with the Head of IT and the Director of Finance and Administration in the monitoring and development of stock recording, shop tills and sales
* Assist with the banking of incoming funds

**Sales invoicing**

* Prepare sales invoices based on information provided by others and on contracts and agreements entered into by the Charity. These will include rental income recharge of expenses, internal (staff) sales, hire of facilities and a range of other income sources
* Maintain the sales ledger on Sage, ensuring receipt of money due and the correct billing of internal charges. Reconcile the sales ledger with Sage nominal control account and carry out the month end procedure. Resolve any queries with customers, review for old or unusual balances
* Ensure control over the filing and archiving of all sales ledger documents
* Ensure that VAT is accounted for correctly

**Health & safety**

* To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
* To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE** | * Substantial experience of Sage 200 * Proven experience in producing and analysing management accounts * Proven experience in budgeting and planning * Proven experience of producing KPIs and associated reports for use by management * Experience of managing the sales ledger * Experience of accounting for stock | * Familiarity with charity specific accounting standards * Charity VAT |
| **KNOWLEDGE/SKILLS** | * Knowledge of accounting standards and principles * Ability to reconcile nominal ledger accounts * Excellent excel skills * Excellent numeracy skills * Good written and verbal communications skills * Computer literate in Microsoft Windows | * Charity VAT |
| **PERSONAL QUALITIES** | * A flexible approach to work and colleagues * Well-organised, conscientious * Excellent attention to detail * Ability to prioritise workload and work to tight deadlines * Ability to remain calm under pressure * Trustworthy and dependable * Capable of working with a variety of people * Trustworthy and dependable * Willing to learn |  |
| **MOTIVATION** | * Interest and sympathy with the aims and activities of the World Horse Welfare |  |