

The Sussex Archaeological Society

JOB DESCRIPTION

Job Title: Finance Manager

Reports to: Finance Director

Line Manages: Finance Assistant

Job Purpose:

1. To produce accurate and timely management information relevant to the needs of the Society, and to support all staff across the organisation to effectively manage their budgets;
2. To ensure through training, engagement and empowerment that all staff follow sound financial procedures and controls; and
3. To champion the accurate and efficient flow of data across the organisation and its many systems.

Job Responsibilities:

1. To line manage the Finance Assistant in overseeing the back office function, including Accounts Payable, Accounts Receivable, and cash management.
2. To take responsibility for ensuring accurate and timely management accounts are prepared monthly, specifically including, but not limited to:
 - a. Posting monthly attendance and income journals from the CRM System.
 - b. Reconciling bank accounts monthly journals as necessary.
 - c. Processing staff credit card and expenses.
 - d. Posting prepayments and accruals as necessary.
 - e. Preparation of all supplementary reports, including payroll analysis and venue attendance results.
 - f. Working closely with budget holders to manage their budgets, providing monthly budget summaries, training, and undertaking further investigations as necessary.
 - g. Bringing any issues and variances of note to the attention of budget holders.
3. To take responsibility for the ongoing accuracy of the General Ledger by ensuring the Chart of Accounts is appropriate and that account codes, cost centres, budgets, and descriptions are accurate and up to date at all times.
4. To take responsibility for balance sheet reconciliations ensuring that they are completed on a regular (monthly) basis, including credit control and review of purchase ledger.
5. To take responsibility for completion of all statutory financial returns specifically including Gift Aid, Office for National Statistics, Valuation Office.
6. To take responsibility for ensuring the maintenance of a sound system of internal financial control across the organisation, improving financial processes and procedures where necessary and ensuring the Financial Procedures Manual is kept relevant and up to date.

7. To build and maintain strong working relationships across the organisation, supporting staff at all levels with finance and budget related queries and tasks as necessary.

PERSON SPECIFICATION

Job Title:	Finance Manager
Reports to:	Finance Director
Date written:	June 2024

Essential Criteria

Job Related Education, Qualifications and Knowledge	Qualification from a recognised professional body such as ACCA, ICAEW or CIMA
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in a busy finance office • Managing finance ledgers (purchase/sales/nominal/cash and bank) and back office procedures • Completing and issuing statutory returns (VAT/PAYE/NI/FEU) accurately and on time • Experience of administration of pension schemes • Being responsible for credit control and aged debtors listings • Experience of administering an electronic accounting system • Experience of cash management and forecasting • Experience of producing summary financial information including management accounts and KPI Dashboards
Skills and Abilities	<ul style="list-style-type: none"> • Relevant accounting experience • Excellent numerical and communication skills • Keen attention to detail • Intermediate Excel skills and proficiency with standard Microsoft packages • Proficiency with accounting and payroll software
Equalities	<ul style="list-style-type: none"> • To champion the organisation's equality and diversity policy and foster an inclusive working environment
Other Requirements	<ul style="list-style-type: none"> • A flexible attitude and approach to work