

The Sussex Archaeological Society

JOB DESCRIPTION

Job Title: Senior Finance Officer

Reports to: Finance Manager

Job Purpose

In this role you will primarily be responsible for the production of monthly management information and support staff across the organisation to manage their budgets and follow financial procedures and controls.

Job Responsibilities:

1. 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 and the Finance Manager.
2. 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.
3. To take responsibility for balance sheet reconciliations ensuring that they are completed on a regular basis, including credit control and review of purchase ledger.
4. To take responsibility for completion of all statutory financial returns specifically including Gift Aid, Office for National Statistics, Valuation Office.
5. 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.
6. 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:	Senior Finance Officer
Reports to:	Finance Manager

Date written:

July 2024

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Demonstrable experience of double entry book-keeping and an awareness of accounting procedures
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)• 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
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