

The Sussex Archaeological Society

JOB DESCRIPTION

Job Title: Senior Finance Officer

Reports to: Finance Manager

Job Purpose

In this role you will be undertaking the day-to-day finance functions of the society including accounts receivable, accounts payable, banking, income reconciliation, and timely production of monthly management information. The role also provides support to staff across the organisation to manage their budgets and ensure financial governance, procedures and controls are maintained.

Job Responsibilities:

1. To take responsibility for posting monthly attendance and income journals from the CRM system.
2. Be responsible for reconciling bank accounts; processing credit card transactions and expenses.
3. To take responsibility for preparing and maintaining a prepayments schedule and posting prepayments following financial regulations.
4. To take responsibility for preparing and posting accruals in a correct and timely manner in accordance with financial regulations.
5. To be responsible for preparing accurate and timely monthly management accounts, following financial regulations, including the preparation of payroll journals and other journal as may be required.
6. To undertake variance analysis versus budget and to investigate and understand the cause of the variance.
7. Preparation of ad-hoc reports, including payroll analysis, monthly reports and venue attendance results.
8. Work closely with budget holders to manage their budgets, providing monthly budget summaries, and undertaking investigations into variances, as necessary.
9. 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, and that all transactions are coded to the most appropriate department and nominal code.
10. To take responsibility for balance sheet reconciliations ensuring that they are completed on a regular basis.
11. To be responsible for credit control ensuring aged creditors are investigated.
12. To be responsible for the purchase ledger, ensuring supplier invoices are processed in a prompt fashion to ensure all liabilities are accounted for.
13. To be responsible for preparing supplier payment runs for approval by the finance manager.
14. To be responsible, in collaboration with the finance manager, for completion of all statutory financial returns specifically including Gift Aid, Office for National Statistics, Valuation Office, VAT, Charity Commission, Companies House.
15. 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.
16. To undertake other finance duties as required and directed by the finance manager.

PERSON SPECIFICATION

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| Job Title: | Senior Finance Officer |
| Reports to: | Finance Manager |
| Date written: | March 2025 |

Essential Criteria

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| Job Related Education, Qualifications and Knowledge | <ul style="list-style-type: none"> • AAT or CCAB qualified or part qualified • Demonstrable knowledge of management accounting procedures and processes • Demonstrable understanding of current finance regulations |
| 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/Gift Aid) accurately and on time • Being responsible for credit control • Being responsible for aged debtors' listings and management of supplier payments • Experience of administering an electronic accounting system (preferably Sage) • Demonstrable experience of producing monthly management accounts and variance analysis • Experience of producing summary financial information |
| 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 • Ability to work accurately and efficiently. • Ability to work autonomously. |
| 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 |