# JOB DESCRIPTION

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| **Job/Role Title:** | Finance Manager |

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| **Reporting to:** | Finance Director |

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| Role summary |

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| Reporting to the Finance Director, the Finance Manager will have primary responsibility for purchase and sales ledger management and processing of payments and receipts. The role requires an individual who is a real team player, a strong communicator, someone with excellent attention to detail and who is both comfortable with change and looks to continually improve process.  |

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| **Key Responsibilities** |

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| **Purchase Ledger** • Processing purchase invoices in multi currencies, ensuring accurate postings to nominal ledger and allocations to Divisions and Cost Centres.• Reconciling supplier statements on a regular basis. • Prepare and upload fortnightly payment runs, together with short term cashflow forecast, for approval by the Finance Director and CEO. • Prepare quarterly royalty statements and send to Technical team and suppliers. • Regular review of supplier accounts to ensure balances are accurate and payments allocated.**Sales Ledger** • Issuing and Processing sales invoices in multi currencies, ensuring accurate postings to nominal ledger and allocations to Divisions and Cost Centres.• Posting customer receipts and allocation to respective customer accounts.• Ensure invoices are paid in line with terms by sending reminders and contacting customers when required.• procure authorisation for any credit notes and refunds from the Finance Director and once approved, raising credit notes and issuing refunds. • Reconciling customer accounts on a regular basis and identifying discrepancies and resolving issues. **Other duties** • Weekly reconciliation of multi-currency bank accounts. • Prepare and post draft month-end journals for approval by the finance director. • Prepare monthly commentary for large budget variances. • Filing VAT returns. • Dispatch plaques/IHT stickers and maintain inventory records in liaison with the Technical team.• Assisting the Finance Director with annual audits, Cashflow forecasting and budgeting.• Work with other teams for invoice approvals and assist with managing divisional budgets.• Producing ad-hoc reports as required for department heads. • Other tasks as agreed with the FD/CEO as appropriate to the role.  |

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| **Knowledge and Technical Skills** |

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| **Essential** • Graduate, part qualified CIMA/ACCA/ACA (or equivalent) with a minimum of 2-years work experience • Experience of working within a similar post within a SME environment • Excellent written and verbal English language skills • Excellent interpersonal skills • The ability to meet tight deadlines • A flexible approach in a small team • Evidence of working within and contributing to a team environment • A willingness to learn new skills and develop existing competencies • Interest in the sport of Sailing • Strong communication and negotiation skills • Excellent organisation and analysis skills • Team player • Innovative and a problem solver **Desirable** • Experience of working in a not-for-profit organisation • Interest in Sport • Xero experience • Second European language  |
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| Relationships & Interfaces |

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| **Strategic reporting to:**• Finance Director **Interaction with:** • World Sailing staff, Customers and Suppliers  |

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| Travel and Other requirements |

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| Flexibility to work from home some days a week |

**January 2022**