# 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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| **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**