



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	<b>Accounts &amp; Finance Manager</b>
<b>Reports to:</b>	<b>General Manager</b>
<b>Salary:</b>	£27,000 pro rata
<b>Hours of work:</b>	28hrs per week
<b>Job Purpose:</b>	To be responsible for the control of the charities financial systems and preparation of accounts periodically and annually. As part of the senior management team you will have a shared responsibility to provide leadership in line with the charities values and objectives. You will also be expected to play an equitable part in providing duty management cover across the charities hours of operation. To be responsible for the payroll systems to ensure accurate and timely payment of salary to all colleagues. To be a role model of positive culture and live the charities values.
<b>Main Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To be responsible for maintenance and accuracy of the monthly accounts and records.</li> <li>• To prepare annual accounts for approval by the General Manager and Trustees before submission to the charities approved accountants.</li> <li>• Ensure cash flow reporting is up to date and potential issues are brought to the attention of the General Manager</li> <li>• Ensure all income, cash receipts and supplier credits are accurately recorded and banked within the agreed timescales.</li> <li>• Ensure all invoices and contract payments both for receipts and debtors are produced within a timely manner.</li> <li>• Working with the Operations Manager ensure the accurate recording of colleagues working hours.</li> <li>• To manage all elements of the payroll administration to include calculating pay in line with agreed pay rates, holiday and sickness pay policies.</li> <li>• In a timely manner produce the monthly payroll summary for the General Manager prior to payment.</li> <li>• Work with third parties to ensure employer and employee liabilities for pension and NI are met.</li> <li>• Support all colleagues by ensuring timely communication distribution of payslips and problem resolution.</li> </ul>	



# CTLA

TRANSPORT FOR YOUR COMMUNITY

## Professional Development :

- To work towards a satisfactory or higher level of success rate against the KPI's set for the year.
- Keep mandatory training in date as part of a rolling in house training program.
- To be prepared to develop further training and knowledge beyond the basic requirements of the position.
- Ensure clear job description based objectives and measures are in place.
- Develop a spirit and culture that creates a great place to work for all.



# CTLA

TRANSPORT FOR YOUR COMMUNITY

## PERSON SPECIFICATION

All attributes deemed essential unless otherwise stated

<b>Qualifications, Knowledge and Experience</b>	Degree/Diploma or similar qualification in Accounts and Finance Management.
	Previous Finance/Accounts experience.
	A sound knowledge of the Charity sector and community transport.
	Proficient in Excel, Word and Outlook.
<b>Skills and Abilities</b>	Ability to organise and plan own work.
	Ability to problem solve.
	Excellent communication skills both written and verbal.
	A high degree of accuracy.
	Be able to work constructively as part of a team, understanding the role and the responsibilities of your own position within the team.
	Accept and manage responsibility.
<b>Qualities</b>	An approachable personality with an ability to liaise with a wide range of people.
	Flexible - able to work as part of a wider team.
	Good decision maker.
	Honesty and integrity.