



Role:	Finance Officer
Salary:	£20,000-£23,000
Hours:	37.5 per week (part-time/flexibility may be offered if appropriate)
Contract:	Permanent (3 month probation)
Based:	St. Agnes
Reports to:	Head of Finance
Annual Leave:	25 days (plus 1 additional day after each year of service, up to 3 days)
Pension:	3% of salary
Other Benefits:	We are currently reviewing all benefits
Closing Date:	Friday 18 th October (interviews planned for 23 rd October)

Objective

To support the Head of Finance (HoF) with day to day finance processes across the finance function including accounts payable, accounts receivable and banking

Skills and Experience

- Previous experience in a finance environment and of inputting transactions in a finance system (such as Sage) is essential. The role would best suit someone with experience across several finance functions, who has a good understanding of accounts payable, accounts receivable and banking.
- You will be quick and precise with strong Excel skills, and an eye for accuracy.
- You must have excellent organisation skills and a “can-do” attitude – you will be expected to manage workload across several areas of finance in order to deliver excellent finance support to the wider Surfers Against Sewage team

Responsibilities

- **Accounts Payable**
 - Check and process weekly payment run for supplier invoices and staff expenses
 - Manage and reconcile direct debits and standing orders each month
 - Manage and reconcile any other payments made during the month (e.g. cheque, one-off bank payments, foreign payments)
 - Prepare and process all accounts payable transactions in SAGE
- **Work Credit Cards**
 - Issue staff with credit card statements each month
 - Check and reconcile credit card returns from staff
 - Manage any card applications/cancellations
 - Prepare and process credit card transactions in SAGE
- **Income**

Surfers Against Sewage
Wheal Kitty Workshops
St Agnes, Cornwall, TR5 0RD

01872 553 001
info@sas.org.uk
sas.org.uk

VAT Registration No. 557675885
Company Limited by Guarantee No. 2920815
Registered Charity in England & Wales No. 1145877
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- Check, log and reconcile weekly credit card (shop), cash and cheque income
 - Check, log and reconcile monthly the online credit card (website) income
 - Log other income in shared format for Fundraising team to agree and identify
 - Prepare and process all income transactions in SAGE
- **Accounts Receivable**
 - Prepare sponsorship, donation, reclaim and wholesale invoices
 - Log and invoices and track payment, highlight aged items to Fundraising team
 - Prepare and process all accounts payable transactions in SAGE
- **Banking**
 - Record and identify all bank transactions and log when each is processed and reconciled in Sage. Highlight unidentified/unreconciled transactions to HoF
 - Prepare and process any bank transactions in SAGE (Eg. interest and charges)
 - Make trips to bank to deposit cash as required (petrol expenses will be paid)
 - Correspond with bank on any banking queries/issues as required by HoF
 - Log petty cash transactions and count and reconcile petty cash monthly
 - Reconcile and process Paypal transactions each month
- **Other Tasks**
 - Manage general admin of the finance team (filing, scanning, storage etc)
 - Support the wider team with ad hoc queries and requests
 - Manage and post regular month-end reporting adjustments in Sage
 - Proactively strive to improve existing finance processes and spreadsheets
 - Assist the HoF with preparation of management reporting, budget and reforecasts as required
 - Assist the HoF with reconciliation and management of balance sheet accounts as required, e.g. annual stock reconciliation, ad hoc stock transfers
 - Support the HoF as required to meet the needs of the charity

Other duties & responsibilities

- Ensure Finance systems and activities are compliant with data protection legislation
- Adopt a positive approach to personal and professional development; engaging in one to one meetings and relevant training
- Be aware of, and act on, relevant health and safety responsibilities as an employee of SAS and adhere to these wherever you are working
- Maintain confidentiality in all areas of work at SAS
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager or any other member of the SAS team
- UK travel may be required. Training & operational activities may require overnight stays away from Cornwall, in which case standard SAS procedure apply
- Demonstrate a strong commitment to creating an inclusive, equal and diverse workplace.

Surfers Against Sewage values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.

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