



Surfers Against Sewage
Unit 2, Wheal Kitty Workshops
St Agnes, Cornwall, TR5 ORD

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E: info@sas.org.uk **W:** www.sas.org.uk

JOB DESCRIPTION

The Position:

Role:	Finance Manager (P/T)
Responsible to:	Chief Executive & Board of Trustees
Responsible for:	Finance Assistant (in part)
Liaison with:	Department Managers, Customers, Suppliers & Auditors
Salary:	£25,000 - £30,000 pro rata – 2 - 3days per week.
Hours:	15 – 22.5 hours per week
Contract:	Permanent
Based:	SAS HQ, Unit 2, Wheal Kitty Workshops, St Agnes, TR5 ORD
Probationary Period:	6 months
Holidays:	FTE 25 days per year plus Bank Holidays

Main Purpose of the job:

Responsible for all financial tasks and financial controls, including financial reporting and the upkeep of financial records.

Main tasks of job:

- Overall day-to day management of all financial tasks and controls in association with department managers, CEO and finance assistant.
- Preparation of monthly management accounts and reports to Board of Trustees at quarterly Trust Meetings. Preparation of annual accounts and audit working papers.
- Annual budget production with financial planning for Board approval in association with department managers and CEO. Monitoring of performance against budget to include monthly review with CEO.
- Assist the CEO with the administration of HR matters. Oversee outsourced payroll system.



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- Perform the duties of Company Secretary.
- To source an ethical pension provider in line with auto-enrolment regulations.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall aims and objectives of the organisation. A working knowledge of SAGE is essential for this role.

Task List

- Day to day running of accounts system – SAGE – to include usual accounting duties - bank reconciliation, overseeing of sales ledger, credit control, purchase ledger, making supplier / salary / sundry payments etc
- Preparation of monthly management accounts - profit & loss, balance sheet, restricted / designated funds. Review of monthly figures with CEO to monitor performance against budget
- Preparation of financial reports for Board of Trustees at quarterly Trust meetings
- Assisting CEO with preparation of annual budget
- Preparation of annual accounts and audit file and liaison with auditors during audit
- Oversee outsourced payroll system
- Oversee the petty cash system
- Creation and input of non-sales ledger invoices
- Oversee sales ledger input and processing of membership direct debits, to ensure timeliness and accuracy



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- Review quarterly stock take carried out by the merchandise manager and finance assistant
- Complete quarterly VAT Return
- All Company Secretary duties
- Liaison with outsourced HR provider to ensure completeness and robustness of HR records
- Any ad hoc duties including insurance and rent queries, rates etc

Other

- An ability to be flexible as the organisation requires, you may be required to undertake other areas of work and should be prepared to undertake duties appropriate to the post, as delegated by the Chief Executive;
- All staff are required to abide by organisational policies and procedures.

