

## **JOB DESCRIPTION**

### **Mountain Training Trust**

## **POST DETAILS**

Job Title:	<b>Accounts Controller</b>
Directly Responsible To:	Finance Manager
Directly Responsible For:	Maintain and manage all financial transaction postings within the financial package for the charity and limited company identity up to trial balance.  Maintain and manage the Procurement system through an effective and robust PO system that links to the predetermined budget and delegated financial authority values and procedures. Preparing and maintaining a financial procedures manual that verifies the Financial procedures that adheres to relevant accounting requirements and statutory procedures.
Hours of Duty:	36 hours a week with a need to work occasionally outside of normal office hours, especially at key reporting times.

## **PRIMARY PURPOSE AND SCOPE OF JOB:**

The post holder will be responsible for the input and processing of all financial data both in its integrity and timing up to and including trial balance. They will make sure that financial systems and procedures comply with company and statutory accounting requirements. They will run financial statements and prepare reports summarising the company's performance against targets and will identify and assess trends.

They will be responsible for the management of the procurement system through an effective and robust PO system that links to a predetermined budget. Financial authority limits and budget allocation will be predetermined and need to be monitored carefully in order to protect the company assets.

They will work closely with other Operational team members and the finance team to ensure records are accurate, fully reconciled and sufficiently detailed to produce meaningful accounts and ad hoc reports.

They will also ensure there is a fully documented procedure manual on all financial aspects.

## **WORKING RELATIONSHIPS**

They will work closely with the rest of the finance team to ensure the company meets tight reporting deadlines and fully complies with its security and regulatory obligations.

The finance team is cohesive, proactive and forward looking; team members support each other in order to collect data and process financial transactions in a timely manner and the post-holder must be able to interact positively with colleagues and be willing to provide cover during periods of staff absence. Time off must be compatible with the team ethos of fairness to all, so that team targets can be achieved together.

The role involves liaising with personnel of all levels within the organisation and external suppliers to ensure that processes and procedures are followed correctly and meets accounting and auditing requirements. In particular they will work closely with the auditors during pre-audit and the actual end of year audit.

#### **MAIN AREAS OF RESPONSIBILITY:**

1. Collect, record and manage the posting of all transactions into the central financial package, ensuring they are correctly allocated and align to budget cost centres.
2. Produce and post accruals, prepayments and other monthly journals to enable a trial balance to be run off so that accurate and timely monthly Management accounts can be produced.
3. Reconcile all transactions to be posted to the Sales Ledger within the bookings system and EPOS systems, posting relevant journals or reconciling automated entries.
4. Reconcile and post bank transactions, completing monthly bank reconciliations and chasing up any outstanding items or queries.
5. Ensure all postings to the financial ledgers are made in a timely manner and are fully reconciled monthly for both the Charity and Limited Company accounts.
6. Maintain and manage the PO system as part of the company procurement system. Ensure PO's are obtained as per the predetermined authority and within budget limits. Match supplier invoices to these and chasing any outstanding PO lines.
7. Liaise with staff and external suppliers on any discrepancies to PO's and to any issues on reconciling supplier monthly statements. In particular chase up invoices and outstanding credits.
8. Maintain supplier ledger ensuring up to date supplier details and invoicing correctly addressed and allocated to the relevant purchasing organisation.
9. Produce and update financial procedure documentation that includes financial procedures and policies as discussed with the Finance Manager, auditors and head of Business Performance and Finance.
10. Review and take place in internal audit work such as stocktaking and ad hoc testing of procedures across the organisation, within the boundaries of financial asset security. This will be guided and assisted through the Operational and Senior Management team.
11. Assist the cashier/ credit controller and guide the finance assistant to ensure that all the financial duties are carried out within the department in a timely and professional manner.
12. Assist in the preparation and ad hoc reporting of financial aspects of the organisation and reviewing systems and procedures to increase efficiency, accuracy and effectiveness. Produce ad hoc reconciliations and reports on income and expenditure including grant expenditure, fixed asset register, SE lifecycle expenditure and Bursary deployment.
13. Produce monthly invoices for rent and services where relevant and any other sales invoices that are not part of the standard booking or EPOS process. Ensure payments are chased where there are outstanding debtors against these invoices.

14. Assist with cost centre review and budget analysis and any other ad hoc duties that are commensurate with the role or as a member of the finance team within the expected scope of the position's ability.
15. Ability to deputise for the Finance Manager in a range of duties across the financial reporting spectrum.

**General responsibilities:**

- Uphold the company's equal opportunities policy and promote non-discriminatory practices in all areas of social interaction.
- Remain flexible and adaptable to any additional demand as it is confirmed, and be available to work different hours including weekends / evenings as required.
- Continually review own performance and development needs in conjunction with the Finance Manager, jointly setting targets for improvement in order to enhance personal effectiveness This may include a requirement to undertake additional training.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with financial regulations of the company, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the company's policies and procedures as specified in the staff handbook.

**Person Specification**

This post requires an outstanding, well-organised individual with excellent numerical and literacy skills. The post holder will take pride in playing an important role in helping the company to meet its financial reporting and control obligations in line with statutory and stakeholder requirements.

### Key Knowledge, Experience, Abilities and Skills

Professional Accounting Qualification or part qualified and evidence of appropriate accountancy experience.	Essential
Experience of working within an accounts environment to trial balance level and used to producing ad hoc reports and reconciliations.	Essential
High level of numeric accuracy and attention to detail	Essential
Good organisational skills and an ability to work to tight deadlines and timescales that may mean working additional hours.	Essential
Ability to manipulate numbers using Excel spreadsheets.	Essential
Understanding of integrated financial software packages, including SAGE.	Essential
Understanding of integrated cash register and inventory control systems.	Essential
Skillful at developing strong internal relationships.	Essential

### Personal Qualities and Behaviours

Numerate, with an eye for detail	Essential
A respect for confidentiality; be both honest and trustworthy	Essential
Able to manage a heavy workload and is prepared to prioritise and work flexibly to meet deadlines.	Essential
Able to work as part of a team but also to be able to take the initiative and be accountable.	Essential
A committed and loyal individual, with a high determination to succeed.	Essential
Performance orientation; thinks creatively to contribute to personal effectiveness.	Essential
Open to being challenged and responding positively to ensure the achievement of continuous improvement	Essential
Can work in a dynamic environment with changing circumstances	Essential
Excellent communication skills - communicates effectively, clearly and confidently in written, verbal and electronic forms.	Essential