

JOB DESCRIPTION

TITLE:	Senior Bookkeeper / Inventory Accounts
REPORTS TO:	Group Financial Controller
SALARY:	From £27,500 to £32,000 pa DoE
HOURS:	37 hours per week. Monday – Friday, on site
SUPERVISION/LINE MANAGEMENT OF:	N/A
ROLE DEPARTMENT:	Finance – Torbay Coast & Countryside Trust
PRIMARY ROLE:	To support the Finance Team in producing accurate and timely Management Accounts, while improving purchasing systems and processes. This will involve being a champion of our new Vennersys ticketing and stock system, Power BI reporting and integration with Xero.
MAIN RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Review of Control account transactions 2. Posting of Accruals and Prepayments for Management Accounts deadlines 3. Oversee Purchase Ledger reconciliation 4. Credit Control 5. Inter Company recharge 6. Reconciliation of Contra accounts 7. Reconciliation of Bank accounts 8. Payroll Preparation & Liaise with external provider 9. Supplier BACS payments 10. VAT Returns preparation 11. Systems lead and support all staff for Vennersys Ticketing and Inventory Management System 12. To work with the organisation in developing an efficient Procurement process to meet demand and maintain margin 13. To support the receipting of Supplier deliveries and reviewing Cost data 14. To provide timely data analysis to all departments 15. To lead and report on Stock Takes, investigating any discrepancies 16. Identify slow moving stock, discrepancies and offer solutions 17. To liaise with Suppliers on billing, Returns and improved pricing 18. Oversee Bank reconciliation 19. Undertake such other Finance duties as may be assigned from time to time commensurate with the position's level of responsibility 20. Cash Handling

TORBAY COAST AND COUNTRYSIDE TRUST

Person Specification

FINANCE & INVENTORY SYSTEMS ASSISTANT

	Essential	Desirable
Qualifications	Min AAT level 3 / CIMA	
Skills and knowledge	<ul style="list-style-type: none"> • Xero accounting Software • Purchasing & Inventory System Experience • Proficient in Excel & Word • Good communication skills – verbal and written • Understanding of COS margins • Reconciliation of Control Accounts 	Vennersys software Power BI Retail stock management Advanced Excel Payroll administration Not for Profit experience
Personal attributes	<ul style="list-style-type: none"> • Self-motivated and out-come driven • Ability to work independently, as well as part of the wider Finance Team • Demonstrable 'Can-do', hands-on approach to work. • Ability to work with and motivate others. • Ability to cope under pressure • Confident and friendly disposition • Strong attention to detail • Solutions focussed 	
OTHER	<ul style="list-style-type: none"> • Current driving license. • Flexible approach to working hours 	