



## **Westcountry Rivers Trust**

### **Financial Accountant - Job Description**

#### **Monthly, Year End and Statutory Accounts**

1. Co-ordinating the annual audit, liaising with the Company's Auditors, ensuring adherence to reporting deadlines and preparation of the audit file.
2. Assist in the production of statutory accounts.
3. Overseeing the monthly financial accounts process to trial balance including restricted fund analysis.
4. Maintaining, reviewing and approving monthly balance sheet reconciliations.

#### **Income, Payments and Treasury Management**

1. Oversee the banking for the Trust.
2. Coordinate purchase ledger payment runs.
3. Credit control, in particular for the wholly owned trading subsidiary, Tamar Consulting.
4. Effective funds management - reducing risk and maximising returns.
5. Maintain Petty Cash.
6. Cashflow forecasting.

#### **Sales and Purchase Ledger**

1. Using SAGE Line 50, ensure invoices are posted accurately and in a timely manner.
2. Obtain authorisation from appropriate person for all purchase invoices.
3. Investigate any discrepancies or issues.
4. Return all invoices to Finance Assistant for payment run.

#### **VAT and Tax**

1. Ensure timely returns and payments are completed.
2. Ensure CT61's are completed and filed on time and interest payments are made.

#### **Payroll, Expenses and Pension**

1. Keep accurate records of monthly payroll calculations, payments and deductions.
2. Validate timesheets and post time apportionments.
3. Process payroll using SAGE Payroll by the 21<sup>st</sup> of each month. Process in accordance with HMRC legislation.
4. Issue net pay details to Finance Assistant for payment to staff for 25<sup>th</sup> of each month.
5. Issue P32 PAYE report to Finance Assistant for payment to HMRC by the 19<sup>th</sup> of the month following.
6. Ensure tax code and deduction changes from HMRC implemented at next payroll.
7. Calculate and process statutory payments where necessary i.e. SMP, SSP
8. Complete payroll year-end in accordance with HMRC legislation. Keep adequate records and submit P60 pay statements to employees.
9. Check expenses and receipts to ensure accuracy and compliance with HMRC legislation. Check authorised by appropriate manager.
10. Monitor mileage claimed and inform staff member, line manager and Finance Director when 10,000 mile limit is likely to be breached.
11. Analyse expenses and pass to Accounts Assistant for processing by the 12<sup>th</sup> of the month of nearest working day for payment on 15<sup>th</sup> of each month.
12. Ensure payroll and expenses are accurately analysed per department and posted to SAGE.
13. Process pension contributions by the 15<sup>th</sup> of every month to ensure collection on the 19<sup>th</sup>. Keep records of payments made.
14. Review pension contributions annually in March to allow for staff wishes.
15. Analyse and post other trust's pension contributions to appropriate department on SAGE.



### **Subcontractor / Consultancy agreements**

1. Ensure tax liability is removed in the case of payments to individuals where status is unclear, by issuing appropriate contract.
2. Where more than one invoice is likely to be received from individual. Monitor invoices to ensure contract limits are not breached.
3. Maintain copies of all contracts and relevant invoices.

### **Fixed Asset Register and Inventory**

1. Maintain fixed asset register and inventory to record:
  - Index number
  - Location
  - Item Description
  - Category
2. Post depreciation values at the beginning of every month
3. Monitor purchases to ensure new assets are added to register and index number given.
4. Carry out an annual review of all assets and inventory to ensure accurate register.
5. Calculate depreciation values and net book values at year end. Issue details to Auditors. Raise and post journals for year end accounts.

### **Other**

1. Provide budgets, reports, forecasts etc, as and when requested by Finance Director / Managers / Stake Holders etc.
2. Assist with annual Insurance renewals
3. Maintain records detailing systems and procedures
4. Carry out Trust year end procedures. To include:
  - Project reconciliation
  - Accruals and prepayments
  - Raise and post journals accordingly.
5. Assist Finance Director with any other duties as required.