

## Finance Manager

Recruitment Pack May 2021

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Finance

Manager

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This is a fantastic opportunity to bring your finance skills to this vibrant and growing heritage charity. The Severn Valley Railway Charitable Trust is a separate entity to the SVR Holdings Company who operate and run this much-loved attraction. The Trust's focus is to help secure the future of the Severn Valley Railway through donations, grants, and sponsorship. The position of Finance Manager will be an integral part of the team and responsible for the efficient co-ordination and maintenance of the charity's accounts, ensuring the smooth operation and financial compliance of the Trust.

You will be responsible for the day-to-day running of the finance function of the organisation and will work closely with the Trust's Director of Development and Fundraising Co-ordinator. There is a part-time finance administration support for processing.

You will be solely responsible for maintaining the Trust's financial records including processing transactions; preparing and maintaining the Trust's nominal accounts; monitoring bank accounts; contributing to funding applications and financial reporting.

The charity is VAT registered, so an understanding of VAT as well as Gift Aid issues, or a willingness to learn, will be essential. You will have excellent attention to detail and be able to communicate well both within the organisation and externally. You will be an integral part of the team and will need to be able to clearly explain financial requirements to colleagues without a financial background. You will ideally have experience of Xero accounting system and fundraising CRM packages.

## Overview

Post:	Finance Manager, part-time
Reporting to:	Director of Development
Employer:	Severn Valley Railway Charitable Trust
Hours:	3 days per week, 22.5 hours
Salary:	£21,000 to £22,200 for 3 days a week
Primary location:	Number One, Comberton Place, Kidderminster
Holiday:	FTE 31 days (inclusive of Public holidays)

## Main Responsibilities

- ✓ To lead the finance activity within the Trust, managing all accounting and finance activities.
- ✓ Assist in preparing annual budgets.
- ✓ Provide monthly financial information to the Director of Development and Trustees.
- ✓ Production of monthly management accounts and end-of-year reports.
- ✓ Prepare and monitor monthly cash flows for the Trust and projects managed by the Trust.
- ✓ Working with an external chartered accountant and auditors to ensure the timely production of statutory accounts.
- ✓ Management of bank balances and credit card facilities.
- ✓ Monitoring Charity Commission, Companies House and HMRC records and submissions.
- ✓ Prepare and submit quarterly VAT returns.
- ✓ Ensuring financial compliance of the Trust.
- ✓ Maintain the fixed assets register, including recording acquisitions and disposals, and process annual depreciation charges.
- ✓ Ensure timely completion of monthly processes including accounts receivable & payable, payroll oversight and reconciliations.
- ✓ Produce ad-hoc reports as required.
- ✓ Providing financial information for grant and other funding applications.
- ✓ Contributing to the financial reporting and claiming to external funding agencies.
- ✓ Create and maintain financial procedures manual.
- ✓ Any other duties commensurate with the grade and responsibilities of this post.

## **Person specification**

### **Experience**

- You will be a qualified accountant or working to qualifications, with a mixture of financial and management accounting experience gained from working with senior management and directors, with significant experience in the main duties as outlined above.
- Good understanding of the charity SORP, VAT, taxation and company legislation.

## **Skills and abilities**

- Strong organisation and time management skills. Able to plan / prioritise own work and meet agreed deadlines.
- Excellent attention to detail and methodical approach to tasks.
- Comfortable with cloud accounting packages (ideally Xero)
- Competent use of MS Outlook, Excel, Word and the Internet.
- Strong numerical / budgeting skills.
- Strong data processing skills.

## **Attitude and Personal Qualities**

- Motivated, reliable and professional.
- Flexible, able and willing to respond to changing priorities.
- Strong team player with collaborative working style, who enjoys individual and team working.
- Willing to participate in all activities relevant to the role.
- Willingness to work occasional evenings and weekends.
- Commitment to the principles of Equality and Diversity.

## **We will offer**

- Company pension.
- On-site parking.
- Travel discounts.
- Subsidised meals.
- Flexible working hours/location.

## **Volunteering**

The Severn Valley Railway is run by a team of 150 full-time equivalent paid staff and 1,700 volunteers, as part our commitment and recognition to our volunteers, we request that all paid staff give five volunteer days/evening to the Railway every year, this may involve supporting key events, to include Santa Specials, Halloween and the very well received Gala's.

# SVR Family

The SVR Family consists of the three separate companies

1. **Severn Valley Railway (Holdings) Plc** (Company number 01046274) is a not-for-profit company limited by shares. No dividend is paid to shareholders with all profit used to support the running of the Railway. It owns the infrastructure and assets of the SVR, employs the paid staff, and is responsible for the governance, operation, finance, planning, customer service and management of the SVR.

2. **Severn Valley Railway Company Limited** (Company number 00906842), a company limited by guarantee, supported by a paid membership of 12,500 members and provides volunteer staff who assist in the operation of the Railway from a working volunteer membership pool of 1,700.

3. **Severn Valley Railway Charitable Trust Limited**, a company limited by guarantee (Company Reg, No.04341280) Registered with the Charity Commission (Reg.No.1092723). The focus of the SVR Charitable Trust is to generate funds:

- To enhance, maintain and restore SVR rolling stock and infrastructure.
- To provide educational and interpretive displays for the SVR
- To provide educational and heritage skill training used in the restoration, repair, and operation of the SVR.

It also owns some rolling stock used on the SVR and employs its own paid staff and volunteers.

## Our Staff

The Severn Valley Railway is run by a team of 150 full-time equivalent paid staff and 1,700 volunteers. As part our commitment and recognition to our volunteers, we request that all paid staff give five volunteer days to the Railway every year, this may involve supporting key events, to include Santa Specials, Halloween, and Gala's.

## Our Vision:

The Severn Valley Railway is a heritage railway of national standing, respected in its success in bringing the 'golden' age of steam travel to life, for the seamless historic integrity of its locomotives, rolling stock, buildings and structures and generating a real feeling of pleasure and enjoyment to those that visit and within its active supporters.

## Our Mission:

To enthuse and inspire an affection and understanding in our visitors and staff for the Severn Valley Railway and the bygone era of steam locomotion and heritage diesels through the operation and interpretation of the Railway infrastructure, locomotives, historic carriages, and wagons.