



Nene Valley Railway Role Profile

| | |
|-------------------|--|
| Job Title | Finance Assistant and Administrator |
| Reports to | General Manager |
| Supports: | Finance Manager |

Purpose

This role is split approx. 50:50 and supports both the Finance Manager as well as the general office. It is a varied role utilising financial experience to give vital support to our finance manager as detailed below, as well as excellent people and customer service skills with a strong administration background.

Responsibilities

Finance:

- Purchase invoices and statement reconciliation
- Be able to ensure the correct nominal posting to the accounts system of purchase invoices
- Confident in getting invoices authorised correctly to NVR systems and reconciling supplier accounts to statements
- Chasing any outstanding invoices with both NVR manager and suppliers
- Sales invoices – experience of raising sales invoices and chasing customer for payment when required
- Experience of cashing up multiple areas of income and ensuring correct posting and balancing to associated spread sheets
- An understanding and some experience of reconciling weekly takings to do banking and associated journals to accounts system and experience and understanding of purchase payment run.
- Assisting with year-end procedures and annual audit
- Assisting with stock take in our gift shop and café as and when required

General Admin:

- Taking calls in the office from customers, suppliers and staff/volunteers
- Dealing with customers face to face in the office
- Taking and amending bookings through our bespoke system
- Assisting other staff and volunteers with various office based requirements
- Stepping in to various areas when needed as we have a 'one team' approach.



Capabilities Required

- Excellent telephone manner – polite and confident
- Experience with accounts and payment systems
- Experience of Sage Accounting would be beneficial
- Excellent skills with Excel
- Methodical approach to work, accuracy and attention to detail is a must.
- Experienced in using Microsoft Word, and ideally Powerpoint
- Confident in learning new systems
- Ability to work under pressure in a fast paced environment
- A patient individual, highly organised
- Able to work on own and keep busy during quieter periods.
- Team work and an ability work with all personality types, at all levels is a must.

Hours and days of work:

Sunday – Wednesday, around 30 hours a week.

Approx 8.30am – 4.30pm with flexibility as some days require earlier starts or later finishes.

Salary: £14,000 - £15,000 per annum depending on experience.

Please note, due to the location of our offices, a driver's licence and own transport is essential as we have no public transport links.