



Finance Manager (part time role)

About British Water Ski & Wakeboard

British Water Ski & Wakeboard is a sports governing body and membership organisation funded by its members for the benefit of its members. Our main role is acting on behalf of the interests of water skiers and wakeboarders to develop and serve the sport - a not for profit organisation with all of our income invested in developing and protecting the sport across the UK from the grassroots level through to our top athletes. The organisation consists of a diverse network of circa 150 affiliated members clubs, cable sites, commercial pay and play ski centres and activity centres. We are based in Chertsey in modern offices with ample parking and a small friendly staff team.

About the Role

The role is based at our HQ in Chertsey, Surrey and is part time / flexible hours and equates to 3 days per week with some additional days during peak periods e.g. year end. Salary £38K to £42K per annum pro rata. 5% pension contribution and private medical care scheme.

Outline of General Daily Duties

Day to day general maintenance of accounts (not to be regarded as exclusive or exhaustive) including:

Ownership of the ledgers

Ensuring that all transactions are accurately processed within Sage covering all financial area such as (not to be regarded as exclusive or exhaustive):

Sales ledger

- Raise invoices
- Deferred income
- Receipts processed
- Credit control to ensure debtors collected
- VAT accounting

Purchase ledger

- Invoices received
- Accruals
- Prepayments
- Payments
- VAT accounting

Payroll and expenses

- Payroll changes made (external agency)
- Expenses processed
- Payments made
- Pension administration and P11D processing

Financial reporting and control

- Balance sheet reconciliations completed (Bank, Debt, Creditor, Deferred income etc.)
- Monthly and year end accounts prepared for management and public filing
- Tax compliance returns completed in conjunction with external advisors
- Capitalisation of PPE and depreciation of PPE assets
- Preparation of information for the external audit
- Regular management reporting for the discipline treasurers for each discipline
- Monthly management reporting for the BWSW treasurer with commentary on progress vs budget on key income streams (Membership, Coaching, Driving etc.) and key expense categories (Magazine, Wages, Property overheads etc.)
- Grant funding reconciliation of expense vs budget and spend to date

Person Profile

A professional candidate with experience of running a set of ledgers in a small organisation, ideally with exposure to the not for profit environment and providing customer service within a membership sector. A strong communicator who can work with the volunteers to manage the finance function and a team player who builds relationships with colleagues and volunteers.

Required skills and attributes:

The candidate would need to be at least AAT qualified or be qualified or a part qualified accountant studying for recognised Accountancy qualification (CIMA, ACCA or ACA). Attention to detail and focus on accuracy with strong Excel skills. An ability and preparedness to support and be involved in the decision making process of the organisation as necessary.

Demonstrable experience in:

- Running a single person finance function with a proactive approach – at least 4 years of experience in a similar role
- Taking ownership of the financial records and transactions
- VAT regulations / calculations in relation to purchase and sales ledger processing: zero-rated, standard-rated, partial exemption calculations etc.
- Sage 50 and Sage report writing. Experience of restructuring and re-set up of a Sage TB to streamline the nominal ledger structure
- Identifying and implementing process improvements to increase the efficiency and effectiveness of the finance function

This role would suit a bright, positive candidate with strong attention to detail and friendly customer service skills.

You will be liaising with members from a variety of backgrounds and good people skills and professionalism is expected at all times.

Equality Statement

British Water Ski & Wakeboard is an equal opportunities employer and aims to provide a working environment that is inclusive and free from any form of harassment, intimidation, victimisation or discrimination. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, ethnicity, faith, gender, marital status, race, sex or sexual orientation. If you have specific considerations when applying for work or being employed, please contact us so we can discuss those with you in complete confidence. All appointments are made purely on merit based on a fair and open process.

Work Permits

All applicants should hold valid permission to live and work in the UK in accordance with the Asylum and Immigration Act 1996. Proof of status will be required as per current employment legislation.