



VICTORY SERVICES CLUB

## JOB DESCRIPTION FINANCE OFFICER

Job Title:	Responsible for:	Responsible to:
Finance Assistant	n/a	Finance Manager

### Primary Role and Job Purpose

The Club is a Charitable Company limited by guarantee, with a turnover of approx. £9m in 2019/2020, which was significantly reduced in 2020/2021 as a result of COVID 19, made up of subscription income, catering and accommodation income, trading activity and voluntary income. The Club has 202 bedrooms, seven event spaces and 64,000 serving and veteran members. The finance function covers a range of processes and provides a variety of financial and management accounting experience to inform Trustee Board meetings, the Senior Management Team and individual managers.

The purpose of the role is to help facilitate and manage the financial information necessary for the Finance Team to support the organisation to realise its objectives.

### Key Roles

#### Key Role

- To provide good financial control over the cash and cash floats within the organisation
- To manage the purchase ledger

#### Key Objectives:

#### Petty Cash Reconciliation

- To process and reconcile all cash floats, including petty cash.

#### Purchase Ledger Management

- Manage the purchase ledger from approval to payment
- Work with other Departments to ensure the information is received by Finance in a timely manner
- To investigate and resolve issues around coding
- Manage the efficient filing and archiving of suppliers' invoices
- Monthly reconciliation of supplier statements

#### Banking and Cash Floats

- To be responsible for and to manage the cashing of the Club's revenues
- To collect, count and prepare the daily cash takings for banking/collection
- Assist other Departments in adhering to correct cash handling procedures
- Manage the Floats across the organisation

#### Other:

- To contribute to the development of the Finance Function, ensuring procedures and controls are documented and adhered to.
- To assist the Finance Manager and Finance Officer as required eg cashflow forecasting, month end journals etc.

#### Personal Objectives:

- Build and maintain excellent working relationships with team members and other stakeholders both internal and external.
- Keep abreast of changes in financial regulations and legislation.
- To help drive forward the growth and ambition of Victory Services Club as an organisation.

- Any other duties as reasonably required

**Key Skills**

- Strong communication
- High level of accuracy and attention to detail
- Professional, sound judgement and discretion
- Ability to work under pressure
- Time management

**Health & Safety and Environment:**

- Adhere to the direction and guidance given in the Club Staff and Health & Safety Handbooks.
- Act as a Fire Marshall
- Be proactive in advancing policies and practices, participating in internal workshops and development groups.
- Use energy resources efficiently and sparingly.
- Recycle waste where appropriate and to stop or report any wasteful practices.

Issued by (name/job title):	Signed:	Date:
Wendy Hamilton/Finance Manager		

Acknowledged by (name):	Signed:	Date: