JOB DESCRIPTION

**JOB TITLE:**  Finance Assistant

**DEPARTMENT:** Finance

**RESPONSIBLE TO:** Finance Manager

**LOCATION:** Mother Ivey’s Bay Holiday Park, Trevose Head.

## KEY ACCOUNTABILITIES

To maintain accurate accounting records and ensure systems of internal control are maintained and complied with.

To be responsible for the security of petty cash and the correct administration of cash payments.

To ensure suppliers are paid correctly and in a timely manner.

To ensure caravan owners are invoiced correctly and in a timely manner for utilities.

To undertake credit control processes in relation to caravan owners.

To ensure staff expense claims comply with company policy and HMRC regulations, are accurate and are paid promptly.

To provide holiday cover for the timely submission of payroll information to the payroll bureau and its processing in relation to fortnightly paid staff.

To produce accurate weekly occupancy reports including supervising the reception team in their work in relation to this.

To maintain complete and tidy physical files of permanent information relating to static caravans.

To ensure the standing information on Camp Manager regarding static caravans is accurate and up to date.

# MAIN RESPONSIBILITIES

**Sales ledger**

To raise the annual invoices for caravan owners’ pitch fees, rates, gas, electric and water usage.

To ensure that the reception staff have raised invoices for all maintenance jobs monthly.

To raise invoices to staff for rent and other charges.

To raise invoices to the shop including agreeing prices with the Managing Director.

To download and review, on a weekly basis, sales invoice line items from Camp Manager for correct nominal ledger codes and correct VAT rates. Investigate and correct any unusual items. Understand why errors have occurred and liaise with the Finance Manager, Camp Manager and the reception team as appropriate to make changes to reduce errors.

To download at the end of each month all invoices (invoice line items) from Camp Manager and upload them to the accounting system (including setting up new customer records on the accounting system).

To download at the end of each month all payments from Camp Manager and upload them to the accounting system.

To download a report of customer balances at the end of the month from Camp Manager. Reconcile this to the balance at the end of the prior month using the total invoice and payments data previously downloaded. Investigate differences and make manual adjustments to the accounting system as necessary to reflect late adjustments to prior month invoices.

To reconcile the aged debtors on the accounting system with the reconciled customer balances from Camp Manager.

**Credit control function**

To oversee the efficient operation of the credit control processes in relation to caravan owners’ invoices and staff rental invoices.

**Purchase Ledger**

To review pricing, delivery details etc and obtain authorisation for invoices.

To code invoices to the correct nominal code.

To post invoices to the accounting system.

To set up the payment list from the accounting system for approval by the Managing Director.

To amend the payment list as agreed with the Managing Director and set up the payments on the banking system.

To obtain the authorisation of the Managing Director for the payments on the banking system.

To send remittance advices and record the payments on the accounting system.

**Till transactions and receipts recorded on Camp Manager**

Review and reconcile the reception till transactions, ensuring the Camp manager records are accurate for uploading to the accounts system.

Review all receipts recorded on Camp Manager and reconcile them with the bank records to ensure the Camp manager records are accurate for uploading to the accounts system.

**Bank account maintenance**

Review the bank account each day for unusual or unexpected transactions.

Reconcile the bank accounts on the accounts system monthly.

**Credit card payments**

To obtain authorised invoices to support all credit card payments.

To code invoices to the correct nominal code.

To post invoices to the accounting system.

**Petty Cash/ laundry money**

To ensure accurate records of petty cash/laundry money are kept, cash is secure and is regularly counted and reconciled.

To post cash transactions to the accounting system.

**Payroll**

To provide holiday cover for liaising with the payroll bureau while ensuring confidentiality is maintained in relation to fortnightly paid staff and ensuring salaries are accurate by reviewing timesheets and the fortnightly salary changes.

**Staff expenses**

To review completed staff expenses claims for accuracy, for compliance with company policy and HMRC requirements.

To obtain authorisation for staff expenses claims.

To set up and pay staff expenses.

To post expenses payments on to the accounting system ensuring accurate coding and VAT treatment.

**VAT returns**

Prepare draft VAT returns on the accounting system ready for review by the Finance Manager.

**Occupancy reports**

Prepare a rota for the preparation of the weekly occupancy reports to include each member of the reception team where possible.

To prepare the spreadsheet to produce the occupancy report each week ready for the current week’s input, including updating the prior year information at each new month.

To review the occupancy report each week before it is circulated for anomalies and investigate as necessary.

To circulate the occupancy reports to the Park Manager and Managing Director.

Other tasks

To ensure that any amendments to the park tariffs are updated accurately on Camp Manager, including liaising with Camp Manager to make and then check all necessary changes.

To complete the forms for the caravans’ insurance for review by the Park Manager.

To review the standing information held on Camp Manager for each static caravan, once a year, and update as necessary.

To review the physical files of permanent information on each static caravan (quarterly), update and archive as necessary.

To keep records of all contracts for services with renewal dates and pricing details and take the lead in ensuring prices are renegotiated/alternative quotes obtained in a timely manner.

To complete the annual return for TV licensing purposes.

To perform a regular reconciliation of the Tamar Tag account and arrange top-ups as necessary.

To do any filing/archiving as necessary and on a regular basis.

To produce reports (using supplier online account information where possible) of key services usage (e.g. electricity, gas, water, waste) showing trends and highlighting anomalies to the Park Manager.

To assist in the completion of statutory and other forms as reasonably requested by the Finance Manager or Park Manager (e.g. ONS forms).

To provide holiday cover for the Finance Manager and the Reception team.

To carry out any other tasks reasonably requested by the Finance Manager, the Park Manager and the Managing Director.

To demonstrate a personal commitment and contribution to effective teamwork within the full range of MIB activities.

To promote and reflect the culture and values of MIB in all activities.

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