



Finance Supervisor

Role Description

Finance Supervisor

Business Division	Finance
Location	Montrose
Line Manager	Finance Manager
Line Management Responsibility for	N/A
Authority	N/A
Role Summary	Principal contact for the accounts payable function. Ensures compliance with agreed policies for purchases for the organisation. Provide support to the departments for supplier enquiries. Ensures accounting functions for IWCF are carried out in a timely, accurate and efficient manner. Provides co-ordination and liaison between IWCF departments.

Main Duties and Responsibilities

<ul style="list-style-type: none"> • Payables: <ul style="list-style-type: none"> • Maintain and operate an effective Purchase Order (PO) Process. • Match invoice to POs & any dispatch note. • Code invoice to nominal ledger. • Check and identify any discrepancies – PO, dispatch note, casting, duplication, agreed costs. • Entry on accounting software and submit for approval. • General housekeeping (matching payments on account to invoices, negative amounts on supplier accounts, identify and investigate past due invoices) • Reconcile supplier statements. • Liaison with suppliers to resolve any queries. • Set-up new suppliers on accounting software. • Conduct periodic reviews of supplier information/accounts and ensure all details are up to date. • Prepare accruals information for the month end process. • Key Supplier – Invigilation <ul style="list-style-type: none"> • Receiving invoices and services report from invigilation provider(s). • Check validity of claim against internal records. • Entry on accounting software. • Prepare invigilation report for customer invoicing run. • Liaise with invigilation provider and internal teams to resolve all queries. • Petty Cash – GBP & Foreign Currency <ul style="list-style-type: none"> • Administer and reconcile all office petty cash. • Obtain authorisation and post to accounting software. • Credit Cards <ul style="list-style-type: none"> • Process company credit card statements. • Manage the expenses administration software. • Ensure credit card claims are submitted on a timely basis and all are checked for accuracy and inclusion of back-up information.



	<ul style="list-style-type: none"> Identify items for further investigation and follow-up with cardholders to resolve queries. Transfer data to accounting software and ensure information related to VAT and nominal accounts are accurate. Reconcile individual cardholders' accounts to statement amount due.
<ul style="list-style-type: none"> Accounts Inbox <ul style="list-style-type: none"> Sole responsibility for accounts@iwcf.org Monitor and respond to all incoming mail on a timely basis. (Inbox should be reviewed at least twice daily) Colour code items that require attention from other finance staff. 	
<ul style="list-style-type: none"> Vendor Administration <ul style="list-style-type: none"> Ensure the correct process for new company suppliers is followed. Maintain an accurate record of company approved suppliers. Maintain the vendor log ensuring contracts are in place and contract renewal procedures are followed. 	
<ul style="list-style-type: none"> Benefits in Kind (BiK) <ul style="list-style-type: none"> Company point-of-contact for joiners and leavers to the company benefits schemes. Company point-of-contact for any queries related to taxable benefits. Maintain log of employees with company benefits. Provide accurate BiK information to the monthly payroll function. Administer the annual renewal process for company benefits. 	
<ul style="list-style-type: none"> Staff Expenses <ul style="list-style-type: none"> Receipt, coding, and authorisation of all staff expenses Ensure vouching (original receipt) is obtained for all out-of-pocket expenses Process for payment in line with agreed policy Ensure expenses policy is compliant with HMRC guidelines 	
<ul style="list-style-type: none"> Finance Department Administration: <ul style="list-style-type: none"> DHL report – prepare courier cost report for customer invoicing run. Examinations report – prepare the monthly examinations report for customer invoicing run. Finance office housekeeping – ensure all files are marked as necessary; paperwork is filed in appropriate manner. Co-ordinate with all departments as necessary to resolve issues/queries arising. Ensure all supplier and customer records are up to date. Archive unused records. Ad-hoc reporting to support business information requirements. Processing overseas payments. Maintenance of the departmental procedures, and process mapping. 	
<ul style="list-style-type: none"> Customer Invoicing: <ul style="list-style-type: none"> Assist with the preparation of the monthly customer invoices. In-month customer invoicing as required. 	
<ul style="list-style-type: none"> Delegate responsibility for finance tasks in the post holders' absence. Includes sales ledger, credit control, month end accounting, budgeting, and forecasting. 	
<p><i>This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.</i></p>	

Person Specification		
Attributes	Essential Requirements	Desirable Requirements
Knowledge	Relevant accounting knowledge – minimum HND and working towards a recognised accounting qualification (e.g., AAT)	Knowledge of charity and group accounting structures



	Xero and/or Sage 50 Accounts or other similar accounting software	Knowledge of Multi-currency transactions
Behaviours	High degree of confidentiality and discretion, honest and with a high level of professional and personal integrity. Able to establish trust and confidence, use discretion and display sound judgement.	
Experience	Minimum of 3 years accounting experience. May be less experienced if they have a higher level of knowledge that the essential requirements.	Exposure to a cross section of accounting functions.
Skills/Personal Requirements	Able to work well as part of a team. Ability to work on own initiative and to high standards. Excellent oral and written communication skills. Adaptable and approachable. Excellent computer skills. Excellent administrative skills. Proficient in the use of Excel.	Able to analyse data.

Employee's Signature		Date	
Line Manager's Signature		Date	