

JOB DESCRIPTION

Job Title: Finance Supervisor

Reports to: Financial Controller

Company: Age UK Leicester Shire & Rutland

Job Purpose:

To assist the Financial Controller on maintaining financial control, managing finance systems, and ensuring an effective team environment. This role involves supervising finance-related activities with a focus on the Sales Ledger and Retail function, ensuring timely and accurate invoicing, supporting various financial and systems implementation projects within Age UK Leicester Shire & Rutland.

Duties and Responsibilities:

Team Support

- Supervise and support a team of two staff members, providing guidance, training, and performance evaluations in conjunction with the Financial Controller (optional to have them as directly reporting to you or not).
- Delegate tasks effectively to ensure smooth operation of the sales ledger function.
- Support the other team members within the finance department with some supervisory duties due to the technical nature of their roles.

Sales Ledger:

- Oversee the sales ledger function, ensuring accurate and timely invoicing for all services and products.
- Maintain and update the debtors schedule for multiple entities within the organization.
- Manage the input of all income, including daily bank receipts and monthly direct debit collections.
- Ensure monthly reconciliation of invoicing for all departments, including daycare, room hire, Home Help and business invoicing.

Retail Accounting:

- Preparation of operational reports on retail activities as and when required by senior management.
- Conduct regular Finance and Gift Aid shop audits on a planned cycle
- Preparation and submission of quarterly shops recycling credits to applicable local authorities.
- Prepare and submit quarterly Gift Aid claims to applicable authorities.

Reporting and Reconciliation:

- Prepare monthly sales reports and assist in month-end reporting and journal entries such as shop/gift aid accruals.
- Reconcile bank statements for Shop specific bank accounts and ensure accurate financial data transfer between systems.
- Reconcile shops petty cash and till returns on a weekly basis.
- Update cashflow regularly and reconcile to bank statement for FC/FD

Systems and Projects:

- Assist in the development and maintenance of IT systems and networks related to Finance, Retail & Homecare.
- Lead and participate in various financial and retail projects.
- Responsible for managing the finance payment portal for Retail-led systems such as EPR.
- Responsible for training Age UK employees on financial and retail-led systems.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____