
Job Title	Assistant Finance Manager
Department	Finance & HR
Reports to	Head of Finance
Responsible For	Finance Administrator

Primary Objectives

Play a key role in delivering the mission: “Connecting us with our Oceans” by

- Being responsible for all day-to-day financial transactions across the Ocean Conservation Trust group including sales and purchase ledger, bank and cash reconciliation, intercompany transactions and reconciliations, complex VAT arrangements and returns, gift aid administration and payroll.
- Assisting the HoF in providing a comprehensive financial and administrative support service to the group.
- Assisting the HoF in ensuring that financial recording and administrative procedures run smoothly and meet relevant legal standards and quality management systems.
- Assisting the HoF in the provision of management information and creation of Statutory Financial Statements
- Managing and mentor the finance admin team
- Adhering to the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement

Duties

- With your team, process and reconcile all transactions including Bank, VAT, Inter-company Balances, Prepayments and Accruals, accurately and in a timely manner.
- Manage the payroll and pension administration and complete all relevant PAYE and HMRC returns.
- Oversee all gift aid administration and claim processing ensuring adherence to eligibility rules and guidance.
- Ensure the group is able to optimise the benefit of any appropriate technology.
- Assist with annual audits including the preparation of supporting schedules and evidence.
- Stay up to date with all relevant sector changes, training and CPD necessary for the role and adhere to all financial and accounting regulations and legislation
- At all times behave in a safe and responsible manner in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest
- Adopt a flexible approach to working hours to ensure the viability of the group operations (this may include a shift-working pattern, public bank holidays and weekends)
- Participate in extraordinary duties as required.
- Carry out other activities as appropriate on the instruction of the Managing Director and Senior Management