



**SOUTH
DEVON
RAILWAY**

Finance Assistant

Responsible to: - General Manager

Hours: - 24 hours per week. 3 days a week (or other work pattern to suit both parties)

Salary:- £22-26k Full Time Equivalent per annum

Location: - Predominantly Buckfastleigh Station.

* We are open to negotiation on the hours and salary for the right person *

Job Description

This is an exciting opportunity to join our small team of paid employees at the South Devon Railway as the Finance Assistant, reporting to the General Manager and working with the Finance Team. Primarily based within the Company's administrative offices at Buckfastleigh Station, you will manage and take direct responsibility for South Devon Railway's (SDR) group of companies bookkeeping and accounting functions utilising relevant accounting software including Sage and Xero. You will also manage the SDR's payroll using Iris Pay-Master software.

The South Devon Railway provides a varied workplace, operating a 7 mile steam railway, a model shop and a major engineering business that carries out contract work for other heritage railways along with mainline operators. The SDR has a small team of paid staff along with a large base of dedicated volunteers, and is currently looking to expand business following a successful season in 2021 after the opening up post-COVID-19 restrictions easing.

The successful applicant will also benefit from enrolment onto the company pension scheme, free travel on SDR train services, quarter price travel on National Rail services and free on-site parking.

Key Responsibilities

- Monitor and operate an effective system of financial control.
- Manage effectively all SDR business unit's sales ledgers, minimising overdue or bad debts by regular monitoring and promptly chasing any aged, outstanding invoices.
- Fully manage the SDR's purchase ledger exercising effective creditor control.
- Efficiently manage all postings to the SDRs nominal ledgers to trial balance.
- Manage the SDR's payroll utilising Iris Pay-Master v21 payroll software.
- Accurately undertake the SDR's day to day cash control and banking functions.
- Manage the SDR's VAT registers and accounts in a timely and effective manner.
- Complete month and year end functions.
- Monitor and action timely payments for all authorised expenses claims.
- Maintain a secure and transparent cash handling system.
- Provide guidance and support to each applicable business unit.
- Interact effectively with the SDR's customers, suppliers, employed staff, volunteers and auditors.



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Key Skills

- Excellent organisational skills to be able to take on a wide range of tasks in order to provide effective support to the management team.
- Proven experience and skills of bookkeeping using Sage and Xero accounting software to trial balance.
- Proven and recent direct experience of payroll operation and management.
- Direct commercial experience within the management team of an SME.
- Demonstrate a proven track record in cash handling and associated responsibilities.
- Proven ability to work accurately, independently, and consistently to fixed deadlines.
- Computer literate with demonstrable spread sheet, word processing, presentation, and email skills.
- Effective interpersonal skills particularly in an environment encompassing volunteers.
- Ability to work within a team, and on own initiative.
- Ability to deal effectively with any difficult issue.
- Preparedness to work additional hours.

Key Relationships

- General public (customers or not)
- Railway volunteers and staff
- Third Party Suppliers

Benefits

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To apply, please email your CV along with a covering letter to:
generalmanager@southdevonrailway.co.uk

Applications will close by 15th September 2023, but may close earlier.