

**JOB DESCRIPTION****THE KENT & EAST SUSSEX RAILWAY COMPANY LTD**

Department	Accounts Department
Job Title	Accountant/Finance Manager
Reporting To	Finance Director

**JOB PURPOSE**

- To oversee and maintain an efficient accounting system for two companies, working to deadlines for preparation of consolidated monthly management reports using Sage 50
- To maintain legislation requirements for HMRC VAT, PAYE, Payroll, AE Pension and Gift Aid, and to provide team assistance carrying out general/specific tasks

**KEY RESPONSIBILITIES**

- Capital expenditure, Fixed Asset register, Depreciation
- Restricted Funds, Write down
- Journals, Accruals, Prepayments
- Salary, PAYE, NIC and NEST payments
- VAT Returns, monthly and quarterly
- Monthly cash positions
- Monthly management reports
- Year End transactions
- Preparation of Year End accounts for external accountants
- Audit
- Advance Income and Intercompany transactions
- Bank Mandates
- Gift Aid / Donations
- Bank Reconciliation
- Direct Debits
- Utility Bills, Meter Readings
- Analysis of data from the Merac booking system
- Process for Purchase Ledger, Sales Income, Sales Ledger, Payroll & Pension
- Process for Cash handling / Bank transfers, Online banking authorisation
- Filing, Archiving
- Perform any other reasonable tasks as may be required from time to time.

**RESOURCES FOR WHICH THE JOB HOLDER IS ACCOUNTABLE**

- Cash Handling / Banking
- Confidentiality in all areas

**JOB DESCRIPTION PREPARED BY****ACCEPTED BY**

Name .....

Job Holder.....

Signature.....

Signature.....

Date.....

Date.....