

 <b>Dart Harbour</b>	Job Description
	<b>Finance Officer (2025)</b>
Updated	May 2025
Reports to	Office & Accounts Manager
Job Purpose	To help manage the accounts and finance of the organisation, and assist in the financial operations including book-keeping, budgeting, planning and reporting. Must be AAT qualified min AAT 2 or willing to work towards qualifications
Location	Harbour Office, Dartmouth
Hours	Part time – 2 days per week, normally 7 hours per day within Monday – Friday. Flexible working patterns considered.
The River Dart	Ideally, we are looking for a candidate who has a passion for the River Dart and to be or become active within the river community.
Salary Remuneration	£26,000 FTE. (based on full time 34.5 hrs per week, reduced pro-rata based on 2 days). Pension Contribution. Healthcare after 6 months.

## Main Duties & Responsibilities

### Main Duties

1. Assist in developing and maintaining the organisation's financial systems.
2. Maintains the payable & receivable records, collect money owed by clients/customers.
3. Undertakes day to day finance tasks
4. Ensures that accurate records and book-keeping are maintained for professional reporting.
5. Assist the SMT in budgets, forecasts future cash flows, providing periodic financial analysis and management accounting.
6. Alongside the Office & Accounts Manager, monitors budget performance, expenditure control and supplier records.
7. Manages Supplier and Procurement Policy and procedures to oversee correct purchase order, invoicing and expenditures at all levels.
8. Preparing VAT return ensuring it is filed in accordance with set timescales
9. Assist with the preparation of reports and documents covering accounting transactions for management review
10. When required, liaising with accountants and auditors. Supports the SMT with planning and maintaining the accounting and financial operations.
11. Be a part of the office and customer service team, which will include interaction with customers – in person and by phone.

### General Finance Duties

12. Liaising with suppliers and other organisations to ensure fiscal responsibility upheld.
13. Following up on outstanding refunds, claims, and outstanding debtor/creditor control.
14. Providing auditors and accountants with all records, documents, and files and transactional data.
15. To ensure accounts report to accrual basis and movements from cash basis.
16. Working closely with other departments in the organisation.

17. Preparing various monthly management reports to analyse business financial health, including sales reports, profit and loss statements, general ledger entries, goods and services received and issued.
18. Fully conversant and usability with Quickbooks accounting software and Microsoft Office, including reporting and analysis with Excel.
19. Experience with payroll would be desirable but not essential.
20. General finance and accounting duties as required.

#### Office General

21. Be a part of the office team, which will include interaction with suppliers and customers – in person and by phone.
22. Ensure that the organisation maintains compliance with GDPR.

### Person Specification

- Good level of experience in finance and accounting management, AAT qualified.
- Financially literate – able to produce and understand financial budgets, planning and operational activities associated with finance; with a good understanding of best financial practices.
- Experience working with a wide variety of stakeholders, including accountants, auditors and financial organisations.
- Experience in the marine industry is desirable but not essential.
- Experience working in a similar position within a similar size organisation (~£3M annual turnover)
- An ability to work efficiently and accurately and effectively prioritise workload to meet deadlines.
- A desire to seek and accept constructive feedback and seek continuous professional development.
- Excellent written and verbal communication skills.
- A high level of literacy and communication skills: creative, enthusiastic and resilient.
- Discreet and confidential.
- Competent with IT, accountancy software and data analysis.
- Strong interpersonal skills - calm under pressure, able to challenge constructively, develop creative solutions, manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation.
- Can work effectively with the wider management team to achieve organisational results.
- Have a passion for finance and a strong desire to learn and grow in the field.

### Application

To apply for the Finance Officer position, please submit your CV outlining your relevant experience and a maximum 2-page A4 covering letter, which relates your experience to the Main Duties and Responsibilities and Person Specification. Please email to [office@dartharbour.org](mailto:office@dartharbour.org) by 17:00 on the 2<sup>nd</sup> June 2025.

Interviews will be held on the 10<sup>th</sup> or 11<sup>th</sup> June 2025 at the Dart Harbour office in Dartmouth.