

Job Description: Finance Business Partner (Resources)
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Purpose of the role: To work within both New Wine Trust and New Wine Resources, leading on accurate accounting within New Wine Resources and supporting the Finance Manager within New Wine Trust.

Line Manager: Head of Finance

New Wine Trust and New Wine Resources Accounting

Staff oversight

Line manage Summer Finance Co-ordinator

Ledger

1. Manage ledger including ad hoc and year end journals.
2. Prepare annual balance sheet account reconciliations for all balance sheet accounts or more often if necessary.
3. Review of invoices at payment stage from Finance Assistant and signing payments whether by cheque or online up to £2,000.
4. Review of bank reconciliations prepared by Finance Assistant at least monthly.
5. Administering the intercompany recharge (1102 - NWR/NWT as well as recharges for costs to other partners) to bring to zero balance, along with intercompany accounts at least quarterly and more often if necessary.

Products/Stock

6. Ensure accurate accounting for stock owned by New Wine wherever it is held – primarily with St Andrew's bookshop and St Paul's Ealing.
7. Reconciliation of regular stock takes to amounts sold ensuring correct amount invoiced.
8. Quarterly/termly issue of invoices for regular sales of stock.
9. Liaise with distributors over income from royalties and commission.
10. Prepare revenue and profitability analyses at year end for review by Finance Manager.
11. Preparation of royalty payments each year

Income processing and gift aid

12. Accurately record & reconcile event fee income between Drupal and Sage.
13. Reconciliation of income received through SagePay to that expected through debtors raised on the database.
14. Oversee and support (as necessary) gift aid submissions by Finance Assistant.

Budget reporting & year end accounts

15. Load annual budget onto Sage once finalised with Head of Finance.
16. Review and distribute budget manager cost centre analysis at least quarterly including the full year figures for departmental review prior to finalising year end accounts, and post Q3 to include summer figures. Provide ad hoc information more often if requested by departments.
17. Lead on budget setting for NWR and act as the lead business partner for NWR.
18. Assist with budget preparation for NWT as required.
19. Lead the preparation of year end accounts for NWR and support on those for NWT.
20. Support the preparation of inter company accounts at year end.

Payroll

21. Provide administrative support for applications to join the pension scheme.
22. Helping keep HR records up to date.

VAT

Preparation of the quarterly VAT return for review by the Finance Manager including reviewing postings for accurate VAT account, and ensuring timely payment.

FEU

23. Review costs paid to overseas partners, liaise with conference administrators and then lead the preparation of FEU quarterly returns for review by the Finance Manager.

National Gathering responsibilities

New Wine runs conferences in the summer (United gatherings) during which time all staff stay on site for just under 3 weeks, and during which the finance transactions are substantially increased as income arises from cafes, sales of programmes, day tickets, conference collections.

24. Leading the planning and preparation of equipment and paperwork for site.
25. Management of the Summer Finance Co-ordinator who assists with all purchase ledger payments, bank reconciliations and on site banking.
26. Supporting conference collections on site & logging amounts collected, credit card processing, gift aid reclaims, vouchers etc.
27. Oversight of gift payments working closely with the Head of Finance and National Leader PA
28. Reconciling all Sage nominal cost accounts relating to the National Gatherings.
29. Leading all on-site administration and control of new products, programmes and merchandise movement and sales.
30. Leading the training of all café, arts and customer service volunteers on finance matters and till use.
31. Together with the Finance Manager, reviewing and checking of all onsite daily taking sheets, reconciliations and nominal ledger coding.

Other conferences

32. Attendance at other conferences including to supervise collections or to help other departments as required.

Person Specification: Resources Business Partner

	Essential	Desirable
Attributes:	<ul style="list-style-type: none"> • Schedules and manages workload to optimum capacity • Has good technical expertise of accounts and ensures they are up to date • Takes responsibility for target setting and review of achievements • Builds strong internal relationships with a view to developing best practice • Gathers, understands and analyses data to provide accurate information • Pays attention to important details that could have business risk or impact <ul style="list-style-type: none"> • Quality – high standards and excellent attention to detail. • Aware of and manages personal impact. • Strong Team player. • Service excellence. 	
Skills:	<ul style="list-style-type: none"> • Able to manage own time, priorities and work to deadlines. • Analytical mindset • Comfortable with handling of detailed numbers 	
Knowledge	<ul style="list-style-type: none"> • AAT or similar qualification or qualified by experience. • Bookkeeping experience especially sales ledger control and VAT. • A good working knowledge of excel & other MS office programmes • Knowledge and experience of using financial management systems and ledgers. • Understanding of, and commitment to, vision of New Wine. 	<ul style="list-style-type: none"> • Working knowledge of Sage accounting.
Other	<ul style="list-style-type: none"> • Other A committed follower of Jesus Christ and has good understanding of Kingdom principles and lifestyle. 	