

Finance and Operations Manager – maternity cover (Feb-Dec 2022)

Salary: £20,000 (3 days a week)

The Sustainable Restaurant Association helps food service providers become more sustainable and diners make more sustainable choices when dining out. We work with a broad range of organisations including neighbourhood favourites, high street chains, pubs, workplace canteens to Michelin-starred fine dining restaurants.

The ideal candidate for this role will be an experienced finance manager / bookkeeper who can record all financial transactions and handle all office administration relating to sales management. Accuracy and attention to detail is vital for the role as is a collaborative team member. Operations Management experience is also desirable.

About the Role: duties to include, but not exhaustive:

- Entering sales, purchase invoices, payments and receipts – using Xero, Stripe and Salesforce
- Oversee the bank accounts, ensuring timely and accurate reconciliations
- Debtor chasing
- Ensuring failed Stripe payments are moved to GoCardless
- Reconciling monthly bank and credit card transactions in Xero
- Prepare monthly P&L
- Quarterly VAT submissions
- Maintain financial policies and procedures for the company
- Payroll and pension contributions
- Ensure Salesforce is in line with Xero and new starter and joiners are added correctly
- Processing starters and leavers
- Ensure accurate timesheets and expenses via Harvest

Experience:

- Using Xero Accountancy software for invoicing, bills and payroll
- Ability to prioritise and manage own workload
- A flexible attitude and ability to use new systems
- Strong financial capabilities, hold budget accountability with extensive proven experience in bookkeeping and management
- Excellent Office 365 experience – Excel – Word – Power Point – Outlook – Teams

Desirable

- Experience using Salesforce CRM Systems
- Knowledge of Stripe and GoCardless for Direct Debit payments
- Operations Management experience
- Use of Harvest for internal expenses and timesheets

If you have the necessary skills and experience and this role excites you then please send through your CV and covering letter to jobs@thesra.org

Interviews will be conducted immediately for the right candidates.