



Job Description & Safety Responsibilities

Job Description	
Job Title:	Finance Manager
Level:	Senior Manager
Safety Critical Post:	No
Department:	MD, Vintage Trains Ltd and Tyseley Locomotive Works Ltd
Location:	Tyseley, Birmingham
Responsible To:	MD
Direct Reports:	Office Admin/Accounts Assistant
Budgetary Responsibility:	Yes
Salary Range:	c. £45k pa

A) Job Purpose:

- Lead all Financial Management for Vintage Trains Ltd (VTL) and Tyseley Locomotive Works Ltd (TLW).
- Manage banking arrangements and associated financial reporting for all Group Company Boards and Charities.

B) Context:

- Vintage Trains Group consists of two parent Charities, a Community Benefit Society and two trading companies – Vintage Trains Ltd (VTL) and Tyseley Locomotive Works (TLW) Ltd
- VTL is the UK's newest main line Train Operating Company with a licence to operate passenger services throughout the UK.
- VTL was primarily set up to keep Steam hauled services operating on the main line but is also developing income streams from training and third-party operating activities.
- Tyseley Loco Works Ltd is an established business and widely recognised as undertaking some of the highest standards of engineering on heritage rolling stock and coaches in the UK Heritage industry. Tyseley has been the home of heritage rail engineering for around one hundred years.
- Both companies carry out activities for each other, through internal trading arrangements and for a range of third-party clients on varying terms.
- Until now, accounting activities have been carried out by a contractor, although some supporting activities, including the preparation of invoices has been carried out internally.
- As the business expands and develops, we wish to bring full responsibility for all accounting and financial management arrangements in house, to use the opportunity to improve efficiency and better support the line management team.

C) Key Accountabilities:

- Support the MD and management team, leading all financial management activities, providing comprehensive financial information and advice to assist in developing, growing and improving the financial management and strength of the businesses.
- Maintain all books of accounting including the general ledger, sales ledger, purchase ledger and cash book.



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- Maintain – and where necessary establish - systems for job costing, recording and project management systems and procedures.
- Supervise payroll processing and all associated returns.
- Prepare monthly management accounts.
- Internal financial reporting and provision of reports as necessary to inform the Management Team and Boards of Directors and Trustees.
- Preparation of annual budgets, business cases, rolling forecasts and report progress against them.
- Prepare and submit Group VAT returns.
- Establish and supervise appropriate internal financial controls.
- Prepare annual financial statements for audit.

D) Personal Specification:

Experience:

- Hands on experience working in small or medium size enterprises
- Manufacturing, engineering or production environment
- Setting up or evolving financial management and accounting systems and processes in a traditional environment

Knowledge:

- Qualified ACA, ACCA or CIMA
- Sound practical knowledge of SAGE Accounting
- Competent on Microsoft Office Software, including Word and Excel

Skills and Competencies:

- Self-starter with a positive, can do attitude
- Ability to create Excel models and forecasts
- Good communications skills – and specifically the ability to explain financial facts and figures to non-accountants
- The ability to manage company finances effectively as well as detailed accounting
- A team player who is prepared to roll their sleeves up, join in and adapt in a challenging start-up environment

Safety Responsibilities

Safety Critical Post:	No
Key Safety Management Post:	No
On-Call Responsibility:	No
PTS Required:	No
Operational Competencies	No

A. Generic Responsibilities

- Set an example to others and comply with the VTL work-safe rules



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- Attend work in a fit state and comply with the VTL Railways Alcohol & Drugs policy at all times. Inform the Business and Systems Manager of any medications being taken including prescribed drugs and/or over the counter medicines eg.cold/flu/cough medication.
- Understand and adhere to safety, fire evacuation, emergency and security procedures for each VTL or TLW location attended
- Report all accidents and report hazards, unsafe acts, breaches of security or suspicious activity, raising close calls as appropriate
- Do not misuse or interfere with anything provided in the interests of health, safety and welfare. Use all equipment as per training and instructions
- Understand and comply with VTL Railways' Safety Management System (SMS) and all associated company, legal or industry standards
- Co-operate with the Company to enable legal obligations relating to health and safety and the environment to be met
- Assist staff on board in emergency situations whilst travelling on VTL trains.
- Raise any H&S concerns with the appropriate Line Manager.

B. Role Specific Responsibilities:

- None

C. On-Call Responsibility:

- None