

EAST LANCASHIRE RAILWAY

Bolton Street Station, Bury, BL9 0EY. Telephone: 0161 763 4340, Fax: 0161 763 4481

Full Time Finance Administrator/Cashier 6 month contract with potential to be extended.

Based in the heart of Bury, we are the East Lancashire Railway, a lovingly restored heritage railway which journeys for twelve miles through picturesque scenery from Heywood in the East to Rawtenstall in the North. Pre-Covid the railway was welcoming over 200,000 visitors a year with well-equipped stations complete with cafés, pubs, gift shops and a Transport Museum and plenty of things to see and do around the line.

The future is bright here at East Lancashire Railway. We have been resilient in the face of the Covid-19 pandemic, and as demand begins to rise there is so much potential to be unlocked from our range of offerings, and as a non-profit making company any surplus is reinvested straight back into the restoration of our heritage traction and rolling stock.

The Role – Finance Administrator / Cashier

Reporting to the Financial Controller, as the Finance Administrator / Cashier you will support the Finance Team by providing timely and accurate financial information to ensure accurate accounting and tax processes in line with HMRC requirements, month end and payroll deadlines.

Your duties will include although will not be limited to:

- Maintaining accurate financial records to final accounts stage, using accounting software, and providing monthly financial reports to the Board.
- Managing and reconciling bank accounts, cashiering and making payments within the limitations of the cash flow.
- Updating the weekly cash flow forecast.
- Processing bank transactions on Sage.
- Maintaining budgetary and financial monitoring systems.
- Ensuring procurement procedures are adhered to.
- Coordinating financial aspects of commercial activities in relation to income.
- Processing sales invoices and chasing up outstanding debts.
- Processing all aspects of payroll.
- Maintaining filing systems.

Our Requirements – Finance Administrator / Cashier

- Experience working in a finance department, using a computerised accounting system.
- Accurate and timely data entry skills.
- Excellent communication and customer service skills.
- Pro-active, collaborative and flexible approach to problem solving.
- Ability to work under pressure and to manage conflicting demands.

The Package

You will be based at our office in Bury, and you will benefit from:

- Free travel on East Lancashire Light Railway services.
- Company pension scheme.
- Plenty of social activities.

HEYWOOD - BURY - RAMSBOTTOM - RAWTENSTALL

Web: www.east-lancs-rly.co.uk

E-mail: finance@east-lancs-rly.co.uk

Temporary contract for 6 months, although there is potential of this leading to a permanent contract dependent on charity funds.

All applications for this role are to be submitted via email to cath.richards@eastlancsrailway.co.uk, and strictly no agency calls or agency CV submissions.

HEYWOOD - BURY - RAMSBOTTOM - RAWTENSTALL

Web: www.east-lancs-rly.co.uk

E-mail: marketing@east-lancs-rly.co.uk