

Electra role brief for volunteer Finance Officer

Background

Bedford & Milton Keynes Waterway Trust is looking for a finance officer to support Electra, a volunteer-run community boat on the Grand Union in Milton Keynes. Everything is automated and online, from bookings, ticketing, cash-handling, through to the main financial platform Sage.

Electra is an all-electric 12-seater boat with an access lift and toilet. Volunteers run over 250 cruises a year, carrying 2,500 guests, with very high satisfaction rates. Cruises raise awareness of the importance of waterway parks locally and make a contribution to Trust finances. Electra took Silver in the New Tourism Business category of the 2023 Beautiful South Awards.

As a community boat, Electra also seeks donations, sponsorship and grants to give people in need in MK (refugee communities, old people, looked-after children, people with disabilities) the opportunity to enjoy a memorable experience on Electra for free.

If you can offer a few hours a week, are familiar with Sage, are enthused by the project, and can get along with fellow Operations Team members (10 in all), this may be for you - and we'd certainly like to hear from you. Email volunteers.electra@bmkwaterway.org

Role	
What would I have to do?	<ul style="list-style-type: none"> Reconcile and post transactions in Fareharbor (online ticketing system) Reconcile and post Sum Up transactions (on board EPOS café bar) Reconcile and post BACS payments for cruises (few) Load purchase invoices (direct, paid by card, expense claims) Reconcile bank (c50pm transactions in season, 15pm in off season) Reconcile balance sheet (prepayments, accruals, deferred income) Raise payments in Charities Aid Foundation bank account Produce monthly accounts in Sage, releasing prepayments and making accruals as necessary Write commentary for accounts with Electra Ops Management Team Deal with ad hoc requests from Ops Team members Produce draft annual budget in consultation and agreement with Ops Management Team Liaise with Trust FD over application of Trust procedures and finalisation of budget
What do I get in return?	<p>The huge satisfaction of knowing that your actions and reports enable the Ops Management Team to run the business well in support of the Trust</p> <p>Experience of working in a charity business team as a volunteer</p> <p>Opportunity to further develop skills and responsibilities in this area</p>
How much time is needed?	About 5 hours a week in the main season (Apr to Oct), about half that in the off season (Nov to Mar). Some tasks are weekly, others are more flexible.
What skills are needed?	Book-keeping and management accounting; Sage; ability to work with sales systems used
Person spec	Team player – able to work well with volunteer Ops Management Team colleagues
Working with?	Ops Management Team members with defined responsibilities for areas of sales, cost of sales, and overheads, and for overall annual budgeting.