



60163 TORNADO

New Steam for the Main Line

Director - Finance

Summary

Despite its name, The A1 Steam Locomotive Trust is not a Trust, it is a Company Limited by Guarantee, which is registered as a charity in England and Wales. It is an organisation that has only two specific objectives – to build main line steam locomotives and to operate the completed locomotives on the main line. To achieve the second objective, it has two wholly owned trading companies, Tornado Merchandising Ltd and Tornado Steam Traction Ltd.

The Finance Director (FD) is responsible for ensuring that the Trust's financial procedures are appropriate and are adhered to by both employees and volunteers. The FD will also ensure compliance with all finance legislation relevant to the Trust and its subsidiary companies. As the Trust has only a small number of employees, a hands-on involvement is essential.

The FD will be required to be a Trustee of The A1 Steam Locomotive Trust and will report to the Council of the Trust. Attendance at Council meetings (normally 6 per year) is required. Four of these are normally held online.

Key Responsibilities

- Be the Finance Director of all the wholly owned subsidiaries of the Trust.
- Provide strategic and financial guidance to ensure that the Trust's business and financial commitments are met.
- Ensure that the Trust's financial procedures are monitored and updated, when necessary, to ensure best practice and enable business development.
- Develop and implement an internal audit programme to ensure that the Trust complies with financial procedures and regulations.
- Ensure that Annual Accounts for each company are submitted to the Charity Commission and Companies House on or before due date.
- Ensure Budget Holders are aware of their responsibilities in approving the issue of all purchase orders, to confirm that finance is available to pay the invoice when presented.
- Act as Final Signatory for invoices for payment greater than £5k.
- Offer first line financial support and advice to all Trust staff and volunteers, to enable them to meet their objectives.
- Be first point of contact with financial organisations for matters such as mandate changes, provision of information, loans, account changes or queries.
- Ensure that Rail Tour funds are correctly recorded and 'escrowed' until the tour to which they relate has been successfully completed.
- Be responsible for all finance-related legislation (e.g. EU imports & exports) and statutory compliance.

T: 01325 488215 | E: enquiries@21stcenturysteam.co.uk | www.21stcenturyseam.co.uk

21st Century Steam Ltd, trading name of Tornado Steam Traction, Darlington Locomotive Works, 9
Bonomi Way, Darlington.
Company Registration No 4336467



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Knowledge and Experience

Formal relevant accountancy qualifications are essential; accounting and bookkeeping experience is also essential. Experience of working within a charitable organisation will be useful.

Exposure to and knowledge of an organisation that has mostly volunteers and only a small number of paid staff is important, to understand the modus operandi of the Trust.

Personal Attributes

An ability to work as part of a busy team is vital, as is the ability to self-motivate. As part of a small team of volunteer directors and paid employees, a willingness to identify and act upon any issues that require attention is vital.

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