



THE A1 STEAM LOCOMOTIVE TRUST

New Steam for the Main Line

Director - Finance

Summary

The A1 Steam Locomotive Trust is an organisation that has only two very specific objectives – (a) to build main line steam locomotives and (b) to operate the completed locomotives on the main line. To this end, the wider responsibilities of a Finance Director in developing the business may not be relevant.

The Director 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.

The post of Finance Director is responsible for ensuring that the Trust's finance procedures are appropriate and are adhered to by both employees and volunteers and compliance with all finance legislation relevant to the Trust and its subsidiary companies. They are also responsible for ensuring compliance with the rules and regulations relating to the Charity Commission and Companies House. As the Trust has only a small number of employees, a hands-on involvement is essential.

Key Responsibilities

- The holder will also be required to be Finance Director of all the wholly-owned subsidiaries of the Trust
- Ensure that the Trust's financial procedures are monitored and update them when necessary to ensure best practice and enable business development
- Ensure compliance with Charity Commission rules and guidance
- Submit Annual Trustees report to Charity Commission on or before due date
- Update Charity Commission and Companies House records as changes occur (directorship and trustee changes, changes of address)
- Submit Annual Confirmation Statements for each company to Companies House on due date
- Ensure Annual Accounts are submitted for each company on or before due date
- Liaison with Trust's external auditors and accountants as required
- Approving issue of all purchase orders to confirm that finance is available to pay invoice when presented
- Final authorisation of invoices for payment
- Make all payments from A1SLT, TML, TST and V4 bank, PayPal and Worldpay accounts (including refunds when necessary)

- Download all monthly bank records for bookkeeper to reconcile
- Download and send to bookkeeper any invoices sent to or advised to personal email from companies and organisations that will only deal with nominated person.
- First line support for bookkeeper priorities and problems

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Company Registration No 2636924 Charity Registration No 1022834



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- First contact with financial organisations for items such as mandate changes, provision of information, loans, account changes or queries, etc.
- Provision of weekly and monthly management financial information reports and financial reports for Council meetings as requested
- Submission of VAT returns
- Support for staff and volunteers on financial matters
- Recording and controlling “Escrowed” Rail Tour funds
- Dealing with what would be Company Secretary issues if we had one.
- Dealing with issues that are vaguely finance-related (e.g. EU imports & exports)

Knowledge and Experience

A knowledge of accounting and bookkeeping is essential. Formal qualifications would be desirable but not essential.

Experience of running an organisation that has mostly volunteers and only a small number of staff is important in order to understand the modus operandi of the Trust.

An ability to carry out day-to-day tasks is essential as the Trust currently employs only two administrative staff and a bookkeeper who is on a part-time contract. This applies not only to the knowledge necessary but also the ability to donate the necessary time to the duties.

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 relatively small team of volunteer directors and paid employees, a willingness to identify and act upon any issues that appear to require attention is essential.