

JOB & PERSON SPECIFICATION

Role Title:	Revenue Finance Officer
Department:	Finance
Location:	Guernsey
Reports To:	Management Accountant (MA)
Direct Reports:	2 direct reports and trainee accountant if applicable
Contract Hours:	Full time
Role Purpose: The Revenue Finance Officer supports the Management Accountant (MA) by maintaining accurate and verifiable financial and management accounting records for the airline's revenue streams.	
Role Accountabilities and objectives: The role will provide to the MA, in support of the Financial Accountant, the following key functions of: • Record Integrity: Ensure the accuracy and integrity of all record keeping and accounting processes within Billing, Accounts Receivable, General Ledger, Cashbook and Revenue Recognition. • General Ledger Support: Assist the FA in maintaining the integrity of the general ledger and periodic reconciliation of ledgers and sub- ledgers. • Credit Control: Manage debtor accounts, implement effective credit control measures and take appropriate action to recover funds. • Bank Reconciliations: Ensure accurate and timely reconciliation of bank accounts with the Passenger Service System (PSS). • Revenue Refunds: Process all revenue-related refunds including customer flight refunds as instructed by Commercial team in claims reimbursements. • Monthly Accounts: Assist the MA in completion of monthly accounts for review by the HOD:F and FA. • Audit Support: Assist the FA with any audit queries and prepare required reports. • Internal Controls: Contribute to the development and documentation of departmental processes to strengthen internal controls. • Ad-Hoc Reporting: Prepare ad-hoc reports as requested by the MA • Bank Payment Authorisation: Authorise bank payments as part of the team of approvers. • Team Supervision: Oversee the day-to-day work of junior support staff and provide guidance as needed.	

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Key objectives of the post holder will be to:

- Ensure that all revenue streams are captured, fully reconciled and complete.
- Actively manage debtor accounts to prevent bad debts, fostering strong working relationships with stakeholders.
- Support the MA and FA with revenue accounting tasks in a regular reporting cycle.
- Provide training and support to direct reports, helping them develop their skills in accounting practices.

Specific Responsibilities:

Areas where these responsibilities are focused:

Revenue Management:

- Ensure accurate recording of direct sales revenue transactions and cashbook reconciliations.
- Accurately record onboard sales revenue transactions and to calculate commissions for onboard crew.
- Record all other sales streams including adhoc recoveries and customer flight refunds.
- Reconcile revenue control accounts, resolve discrepancies, and ensure the accuracy of financial data.
- Present revenue accruals or bad debt provisions, to the FA for inclusion in month end accounts.

Reporting:

- Deliver revenue reports and reconciliations to the MA for review and approval in line with the reporting timeframes.
- Provide necessary revenue and debtor documentation to support the timely completion of audited annual financial statements.
- Assist the MA in developing revenue budgets and forecasts incorporating relevant non-financial information
- Collaborate with Commercial team to improve the quality and accuracy of revenue accounting records.

System and Process Improvement:

- Identify and implement opportunities to streamline accounting processes and improve efficiency.
- Establish and monitor KPI's to ensure high levels of accuracy and performance.
- Collaborate with internal and external stakeholders to enhance record-keeping processes and systems.

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Balance Score Card (Accountabilities)

- Revenue Processing: Ensure accurate and verifiable processing of all revenue streams, including the reconciliation of customer refunds.
- Revenue Protection: Apply comprehensive credit control measures across all revenue areas including direct sales and invoiced costs and maintain accurate Bank-to-PSS reconciliations.
- Revenue Reporting: Prepare and deliver monthly reports and reconciliations within specified timeframes.
- Process Efficiency: Identify and implement opportunities to streamline financial processes, reducing turnaround times and enhancing efficiency.
- Risk Management: Proactively identify and mitigate financial risks within the airline's operations.

Learning & Growth Perspective:

- Participate in CPD activities, formal training schemes, and other learning opportunities relevant to financial accounting and airline operations.
- Performance Improvement: Actively seek feedback and continually enhance skills in financial analysis and reporting.
- Adaptability: Stay responsive to changes in financial regulations and industry trends.
- Relationship Building: Foster positive working relationships with management colleagues including attending company events where appropriate.

Essential Skills/Experience:

- Proven capability in Accounts receivable/Revenue accounting/Credit control.
- Proficient in accounting software such as SAGE, or similar, and Microsoft packages.
- Attention to detail and the ability to be proactive to ensure deadlines are met.
- Ability to recognise and deal with challenges promptly and efficiently
- Excellent interpersonal and communication skills
- Good organizational and time management skills.

Desirable Skills/Experience:

- Experience of aviation sector or high-volume FMCG environments is preferable but not essential.
- Experience working in finance function accounting for a variety of revenue streams
- Knowledge and understanding of airline business and accounting requirements.
- Knowledge and understanding of the Channel Islands economy.

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Professional and/or regulatory requirements:

- Accounting certifications: qualified by experience or actively training in revenue/accounting qualification (AAT/ACCA or similar).
- Education and Certifications: Level 2-4 (GCSE/BTEC/AAT or equivalent)
- Continuous Learning: A commitment to staying current with accounting best practices through appropriate professional development.
- Airside work may be necessary, so to successfully complete GSAT security training and obtain an appropriate airside pass there must be a verifiable five-year work history.
- A current police check will be required.

All about you:

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.

- Discretion
- Accountable – taking responsibility for work and results
- Approachable
- Attention to Detail
- Resilient
- Adaptable
- Problem Solver

PROUD OF YOU PROUD OF OUR AIRLINE

*Our **PEOPLE** have the potential to achieve, to soar higher and further than they believed possible.*

*Our culture is one of **RESPECT**, inspiration and excellence from the ground to the clouds.*

*With their energy and commitment, our teams on land and in the air make our airline **OUTSTANDING**.*

*We operate with integrity, transparency, honesty and dependability; we stand **UNITED** as one. Safety is paramount, central to everything we do.*

*We are prepared to go the extra mile to **DELIVER** a service to our customers that we are **PROUD** of.*