



**ITF – Income Supervisor – Job description**

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Income Supervisor (C1)             |
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Finance                            |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Financial Controller               |
| <b>Direct reports(if any)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Finance Assistant (income support) |
| <b>Other management responsibilities e.g. value of budgets/assets managed, external resources/contractors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | None                               |
| <b>Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |
| <p>Following consultation, and review by the new Finance Director, a new structure has been introduced to support the current and future needs of the ITF, to manage the high volume of transactions, cross job training and resilience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                    |
| <b>Main Job Purpose:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
| <p>Manage all transactions relating to income, assisted by a Finance Assistant (income support), and working closely with the Senior Finance Assistant, and Finance Assistant (payments support). Review the work delegated to the Finance Assistant (income support). Provide cover for the Payments Supervisor. Support the Financial Controller.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |
| <b>Main Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                    |
| <p>Lead &amp; manage</p> <ul style="list-style-type: none"> <li>• Activities of Finance Assistant (income support)</li> <li>• Line management</li> </ul> <p>Manage &amp; support &amp; prepare</p> <ul style="list-style-type: none"> <li>• Main point of contact for income, including affiliation and maritime income, and bank queries relating to income</li> <li>• Budget holders and end-users relationships, including the membership and maritime teams</li> <li>• Customers relationships relevant to transactions and role</li> </ul> <p>Support &amp; prepare</p> <ul style="list-style-type: none"> <li>• Accounting and control relating to income</li> <li>• Support the Financial Controller with year end and month close</li> <li>• Balance sheet reconciliations relating to income</li> <li>• Support the Financial Controller with accruals, prepayments and other adjustments</li> <li>• Income, balance sheet and other transactions</li> <li>• Customer accounts integrity and management, including debtor analysis, and issuing statements and reminders</li> <li>• Daily monitoring of income inbox and other correspondence</li> <li>• Banking and other transactions</li> <li>• Bank cheques and cash receipts</li> <li>• Daily cash monitoring relating to income</li> <li>• Unallocated cash monitoring and management</li> <li>• Money gram monitoring, management and banking</li> <li>• Resolve income queries, including affiliation and maritime income</li> <li>• Annual and new affiliation fee sales invoicing, and adjustments to affiliates following Membership Vetting</li> </ul> |                                    |



Group decisions, working with the membership and systems teams

- Non-affiliate sales invoicing
- Approve refunds and credit notes, including maritime refunds
- New requirements and arrangements relating to Income Supervisor role
- Projects and business cases relating to Income Supervisor role
- Change management, and improved processes and documentation, and reporting
- Ad hoc reporting and projects
- Resilience, cover for and cross-training with the Payments Supervisor role, including the point of contact, transactions, payments, accounting, control, month close, balance sheet reconciliations, expenses, corporate credit cards, cash passports, banking, cash monitoring and line management, in relation to payments
- Resilience and cover for other roles in finance team
- Support the Financial Controller and finance team, including working closely with the Management and Systems Accountant and Management Accountant
- Ad hoc support to the finance team
- Other tasks as reasonably required to ensure a finance department that is compliant with governance requirements

#### **Decisions**

- Decide how to prioritise the daily routines to ensure completion of tasks to deadlines.
- Decide what tasks and routines can be delegated to the Finance Assistant (income support).
- Decide on the most appropriate way to resolve queries, and communicating those decisions to stakeholders.
- Above are using business, education and professional knowledge and experience, as well as using relationships with colleagues, experts and own research.

#### **Complexity**

- Technical knowledge of financial transactions with consideration given to statutory requirements.
- Being able to interpret technical data and apply the appropriate accounting entries.
- Being able to work without supervision managing conflicting demands.
- Be able to respond with confidence to queries and make improvement recommendations where appropriate.

#### **Contacts**

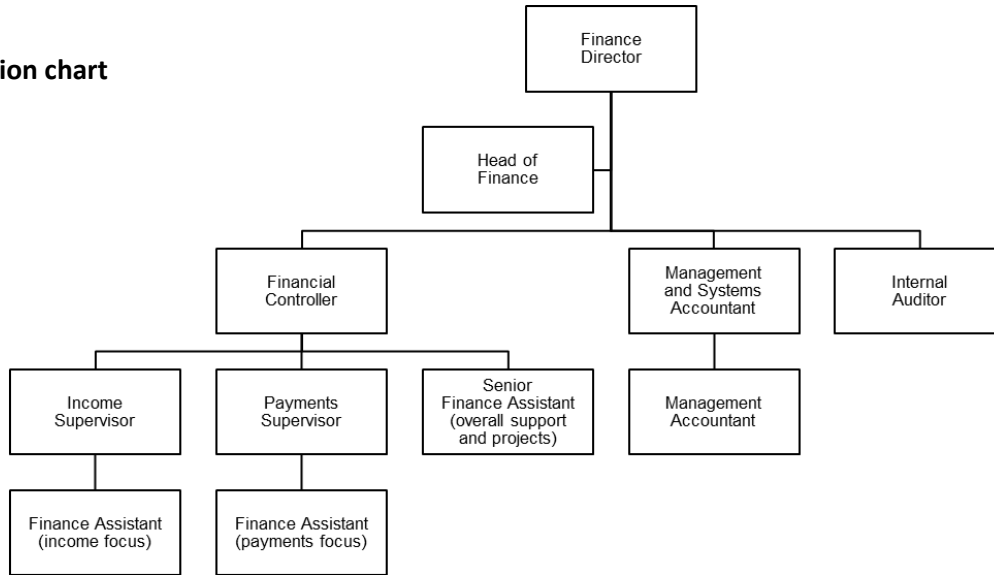
- Communications with customers, suppliers, affiliates, inspectors, banks, credit card and cash passport providers, investment managers, and auditors.
- All ITF global teams in responding to routine finance queries.
- Regular meetings with membership and maritime teams.
- Close working within the Finance team by supporting colleagues and sharing workloads where required with fluctuating workflows.

#### **Other important requirements of the job not covered above e.g. requirement to communicate in a language other than English**

- Readiness to undertake training when required.
- Respect for confidential and sensitive data.



**Organisation chart**



**PERSON SPECIFICATION**

|                                                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                              | <b>DESIRABLE</b>                                                                                                       |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Education level, qualifications or equivalent</b> | <ul style="list-style-type: none"> <li>• Good level of general education</li> <li>• Numerate and analytical</li> </ul>                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Studier, or part-qualified</li> </ul>                                         |
| <b>Knowledge, experience and technical skills</b>    | <ul style="list-style-type: none"> <li>• Intermediary Excel</li> <li>• Good communication and interpersonal skills</li> <li>• IT literate - intermediate knowledge of excel and word</li> <li>• Understanding of accounts to trial balance</li> <li>• Excellent reconciliation skills</li> <li>• Knowledge of accounting software</li> <li>• Good database knowledge</li> <li>• Good use of income related systems</li> </ul> | <ul style="list-style-type: none"> <li>• Advanced Excel</li> <li>• Experience in accounting for investments</li> </ul> |
| <b>Personal attributes/skills</b>                    | <ul style="list-style-type: none"> <li>• Team player</li> <li>• Accurate and methodical</li> <li>• Flexibility to aid the fluctuating workflows</li> </ul>                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Supervisory experience</li> </ul>                                             |



|                                                                 |                                                                                                                                                                                                            |  |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                 | <ul style="list-style-type: none"><li>• Ability to work on own initiative within established guidelines and deadlines</li><li>• An understanding of trade unions and committed to social justice</li></ul> |  |
| <b>Practical requirements e.g. hours, requirement to travel</b> |                                                                                                                                                                                                            |  |