

Finance

What Functions are carried out by the Finance Department?

The function of finance is to keep all-financial records of all money going in and coming out of the business. Pitney Bowes has to publish their accounts telling how much they spent and how much profit they have made. Each month the accounts department will receive a bank statement of transactions that have taken place for that month. This is a statement that forms the bases for the accounts department to check and publish accounts monthly. These accounts are drawn up from the bank statement showing each transaction going in and out of the company. This is known as '**FINANCIAL CONTROL**' and this means at every moment answers can be given regarding the financial status of the company. It is also the law that they give publish accounts like VAT Benefits TAX and Pension.

Finance also decides the budget for each department

Budgets

Is what Estimate how much money you have got, before the financial year begins.

Running Costs

This is the amount given to each department which is calculated on the previous year expenditure, and the estimated inflation rate. There are three things, which must be checked

- If you are in debt.
- If you are Break-even.
- If you are making Profit.
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It is also important that one department informs the other of how much money has been spent or gained.

TARGETS

- Performance. The finance department should be able to tell the manager whether they are spending more than they are putting in, if they are meeting targets ECT.
- Pay supervisor all wages.
- Pay all bills relating to company expenditure.
- Sometimes items are bought on credit and the financial department keep an eye on this and check to see this does not mount up.

- Taking out loans, borrowing money from a bank. The financial department negotiate loans when required and ensure they are paid off.
- Advising managers

Why the Functions are carried out?

- The law requires all businesses to keep accounts of all the things they have spent on buying all the things for the company.
- To keep financial control of the business.
- To plan the development of the company.
- To make wise decision-making is based on facts.
- To ensure financial security of the company.
- To be a well managed safe organisation.

How the Functions are carried out?

- By well experienced qualified staff.
- By using the right resources.
- They need a BUDGET.
- That they know the law.

INTERNALL	EXTERNALL
<ul style="list-style-type: none"> • Employees are paid • Keep all financial records • Draw up company budget • Give information on finance decisions • Monitor budget • Keep up payments that are owing • Documentation, Budget, Payments (i.e. Cheques), Customer detail, and most importantly updating information all the time. • Liaise with departments regarding 	<ul style="list-style-type: none"> • Paying external suppliers. • Deal with Taxes Pension and National Insurance • Banks- All f Transactions go through the bank • Keep all financial records • Insurance com • Loans for building societies ect.. • estate Agents pay debit

target setting, sales, etc.	
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Job roles in the finance department

I will discuss four jobs that are the finance department

- **Payroll Administrator**
- **Ledger Clerk**
- **Credit Controller**
- **Financial Director**

Name: John Stephens

Job Title: Payroll Administrator

Job role:

- **Responsible for overseeing the company payroll and salary/wage section.**
- **Beware of wage skills.**
- **To beware of which scale each employee is on.**
- **To be Responsible for accurate TAX deductions, National Insurance Deductions and Pension deductions.**
- **He is also responsible for the paperwork salary /wages.**
- **He makes sure all Laws are kept regarding salaries.**

Name: Molly Smith

Job Title: Ledger Clerk

Job Title:

- **Pay invoices**
- **Send invoices to customers**
- **Deal with the Bank, keep all financial records accurately**

- **Carry out instructions given by the Chief accountant**
- **Help prepare monthly bank statement accounts and check all transactions are correct.**

Name: Susan Gaines

Job Title: Credit Controller

Job role:

- **Advising on credit policies. The credit controller draws up programs of credit for customers.**
- **Send warning letters to customers regarding credit.**
- **Then engage a solicitor to customers who do not pay and sometimes can be taken to court. Inform**
- **Management of finance owed to the company.**
- **Be aware and keep all areas of law**
- **Regarding credit control.**

Name: Butch Johnson

Job Title: Financial Director

Job role:

- **In addition you need to meet all managers in the financial department in order to know all of the business of that section.**
- **Prepare the company budget, monitor the budget regularly, prepare the final accounts at the end of the year (keep the law).**
- **write policies for the finance of the company**
- **Meet regularly with senior management's to tell them the financial position of the company.**