

Job Description: Finance Assistant

Job Title	Finance Assistant
Department	Club - Reports to Finance Manager and CEO.
Key Contacts Internal	Finance Manager, CEO, Finance Assistant(s).
Key Contacts External	The Football League, The FA, Stevenage Borough Council, HMRC, Club Accountants.
Location / Requirements	Based at Stevenage Football Club Offices located at The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH, with occasional duties from time to time at the Club's First Team Training Ground and Academy.
Hours/ Remuneration	Part-Time 24 hours per week, Wednesday-Friday. Salary dependant on hours, experience and qualification.
Job Purpose	<p>Reporting directly to the Finance Manager and performing ad hoc tasks for the CEO as and when required, the Finance Assistant will support the Finance Manager in ensuring the accounts for Stevenage FC are accurate and up to date.</p> <p>Candidates will ideally be a minimum of part qualified, as well as being articulate and technically strong.</p> <p>Good communication skills at all levels and an ability to work under pressure with attention to detail and to deadlines is important.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Purchase ledger control including compiling payment runs and monthly reconciliations. • Reconciliation and preparation of departmental floats. • Maintenance of asset register and deferred grants. • System imports to Sage 50. • Quarterly stock takes including but not limited to Bar and Retail stock. • Credit Control and managing the debtors list • Managing email enquiries for the Finance team • Month end journals pre-payments and depreciation • Managing the fixed asset register • Form a close working relationship with the CEO and other senior members of staff. • Deputise duties of Finance Manager during periods of leave.

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Personal Specification: Finance Assistant

Qualifications	Essential	Desirable
1 - Valid full (UK) driver's licence		✓
2 – AAT Qualified / Part qualified		✓
3- Advanced DBS Disclosure		✓
4 - Emergency first aid certificate		✓
Skills, Knowledge & Experience		
4 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
5 – High level of understanding and operation of SAGE Accounting.	✓	
6 – Experience with Xero accounting software		✓
7 – Knowledge and experience of EFL financial requirements and regulations.		✓
8 – Experience of VAT returns and HMRC compliance.		✓
9- Experience of creating systems and processes for data importation into accounting software		✓
10 – Experience of working payroll processing		✓
11- Strong organisational and administrative skills	✓	
12 - Excellent communication skills	✓	
13 - Accurate timekeeping skills	✓	

Attitude/Behaviours		
14 - Takes responsibility for ensuring a high quality of work	✓	
15 - A genuine team player who will support and motivate other members of the team	✓	
16 – An adaptive individual who can cope well in high pressure situations	✓	
17 – A proven ability to multi task and manage multiple projects	✓	

Personal Qualities		
18 - Hardworking and enthusiastic	✓	
19 - Meticulous attention to detail	✓	

20- Understands the importance of confidentiality and integrity at all times	✓	
21 - Loyal and committed	✓	
22 – Seeks to learn and develop daily	✓	