

## Job Description & Person Specification

**Title:** Finance Assistant

**Reports to:** Finance Director

**Based at:** SMH Group Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

**Job Purpose:** To input the day-to-day financial transactions of Chesterfield FC and assist in the smooth running of the finance department.

**Salary:** Competitive

Full Time 37.5 Hours per week

**JOB DESCRIPTION**

The post is to assist in the busy finance department, the successful candidate must be prepared to multi- task and work alongside the finance director, be organised, be able to work as part of a team with great communication skills together with an ability to ensure confidentiality. The successful candidate must be able to handle time- sensitive tasks.

**RESPONSIBILITIES**

* Keep accurate records for all daily transactions
* Assist in the preparation of balance sheets and cash flow forecasts
* Process invoices
* Record accounts payable and accounts receivable
* Update internal systems with financial data
* Prepare monthly, quarterly and annual financial reports
* Reconcile bank statements
* Participate in financial audits
* Track bank deposits and payments
* Work in compliance with financial policies
* To assist in the process payroll for the business on a monthly basis using Xero
* Assist in budget allocations.

**REQUIREMENTS AND SKILLS**

* Proven work experience as an assistant Finance Officer or similar role
* Solid knowledge of financial and accounting procedures
* Experience using financial software
* Working towards AAT
* Excellent analytical and numerical skills
* Strong ethics, with an ability to process confidential data
* Additional professional qualifications .
* Consider equality, diversity and inclusion in all activities.
* Ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
* To be able to work flexible hours where the role of the job requires.
* Comply with all Club policies. To work towards agreed objectives.
* Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
* Hold a commitment to equality and diversity in the workplace.
* Willingness to attend training courses to enhance own professional development including Safeguarding and Equality and Diversity.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

# PERSON SPECIFICATION

# ESSENTIAL

* + Minimum of 2 years’ experience working in the financial/accounting sector or similar

role.

* + Appropriate degree/diploma in finances/accountancy or associated subject, however exceptions will be made for candidates demonstrating a high level of experience.

# DESIRABLE

* + Experience of working in the finance sector
  + Knowledge of Chesterfield Football club and the wider football industry
  + Experience of using Xero accountancy software

# EXPERIENCE & SKILLS

* + Previous experience in a similar role within the finance sector
  + Finance processing experience
  + A positive attitude towards professional development and their own learning
  + Experience of multiple project management
  + Experience of monitoring and evaluation

# PERSONAL QUALITIES

* + Excellent organisation, time management and prioritisation skills
  + Interpersonal skills with the ability to inspire others
  + Good judgement and knowing when to seek advice or support
  + Ability to work within a team and foster good working relationships
  + A friendly, positive ‘can do’ and courteous attitude
  + Enthusiasm, energy, and resilience
  + A commitment to the aims, vision, and values of Chesterfield FC.
  + Highly motivated, determined, and conscientious
  + Meticulous standards
  + Displays no prejudice when working with others
  + Requirement to have a full DBS check and obtain DBS certificate