

## 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