

TRENT BRIDGE
EST. 1838

CANDIDATE BRIEF

.....

ASSISTANT MANAGEMENT ACCOUNTANT

JANUARY 2024





AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838.

We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team, our restaurant and our lauded community programmes.

Trent Bridge, the home of Nottinghamshire County Cricket Club, is looking to recruit an Assistant Management Accountant. The role will work very closely with the Head of Corporate Services, supporting them in producing accurate and timely financial information

This role would suit an experienced Assistant Management Accountant ready to make that next step in their career, who is AAT qualified and ideally working towards a recognised financial qualification (CIMA, ACCA, ACA).

Salary: £28,000 - £33,000 per annum (dependant on experience)

Thank you for your interest in this role.

ROLE PROFILE

ACCOUNTS DEPARTMENT

ASSISTANT MANAGEMENT ACCOUNTANT

RESPONSIBLE TO: Head of Corporate Services

RESPONSIBLE FOR: N/A

SPECIFIC ROLE PROFILE

- Production of monthly management accounts including variance analysis with narrative including P&L reforecasting
- Reconciling various balance sheet nominal codes
- Creating and posting relevant month end journals
- Cash management, including daily bank reconciliation and cash book processing
- Sales ledger invoicing and credit control function including invoicing of contractual agreements (e.g. liaison with Sales teams ensures all milestones are billed on time)
- Full ownership of Trent Bridge Community Trust accounts
- Profitability analysis within various income generating areas of the business
- Ownership of the purchase order system (Zahara)
- Proactive in improving systems across the business (e.g. investigating areas such as managed print solutions, stationary suppliers etc)
- Compiling and reconciling cash float requirements
- Monitoring of our cashflow against our cashflow forecast and reforecasting if necessary
- Reconciling income sheets for various areas of the business
- Production of key management reports and ad hoc information papers to Head of Corporate Services
- Providing excellent customer service and financial information to all internal and external stakeholders
- Working closely with, and assisting where required, the wider finance team comprising of a Finance Assistant and a Payroll and Benefits Administrator
- Any other duties as requested by the Head of Corporate Services

MEASURABLE KPIS

- Accounts and cash book reconciled on a daily basis
- Month end transactions to be completed in line with timetable
- Tight credit control processing (resulting in no sales ledger account balances outstanding over 60 days)
- Low level of pending queries
- Provision of high quality and timely management reports
- Support and develop current finance team

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

PERSON SPECIFICATION**ACCOUNTS DEPARTMENT****ASSISTANT MANAGEMENT ACCOUNTANT**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Finance related qualification (AAT/Degree) 	<ul style="list-style-type: none"> - Accounting qualification (or working towards. i.e. CIMA, ACCA, ACA)
Experience	<ul style="list-style-type: none"> - Purchase Ledger - Bank Reconciliation - Credit control - Online banking - Journal entry - Production of management accounts to draft - Year end audit involvement - Minimum 3 years relevant workplace experience 	<ul style="list-style-type: none"> - SAGE Line 200 - NatWest Payaway - NatWest Bankline - Charity accounting - VAT returns - Payroll - Worked within a sports club - Worked within a member's club/society - Procurement
Knowledge	<ul style="list-style-type: none"> - Working knowledge of Microsoft Office, particularly Word and Excel 	<ul style="list-style-type: none"> - Advanced Excel with experience of creating dashboards and flash reports
Skills	<ul style="list-style-type: none"> - Ability to prioritise workload - Ability to work to strict deadlines and under pressure - High level of accuracy and attention to detail - Pride in presentation of work - Ability to work on own initiative 	<ul style="list-style-type: none"> - Line management
Qualities & Attitude	<ul style="list-style-type: none"> - Ability to build good working relationship with staff at all levels - Pro-active approach - "Can do" attitude - Friendly & approachable. - Respect for confidentiality 	

HOW TO APPLY

If you would like to join us at Trent Bridge, please send your CV and covering letter, including details of your current salary and expectations to:

**The HR Department
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

**or email the HR Department at
Recruitment@trentbridge.co.uk**

Closing date for receipt of applications will be

11th February 2024

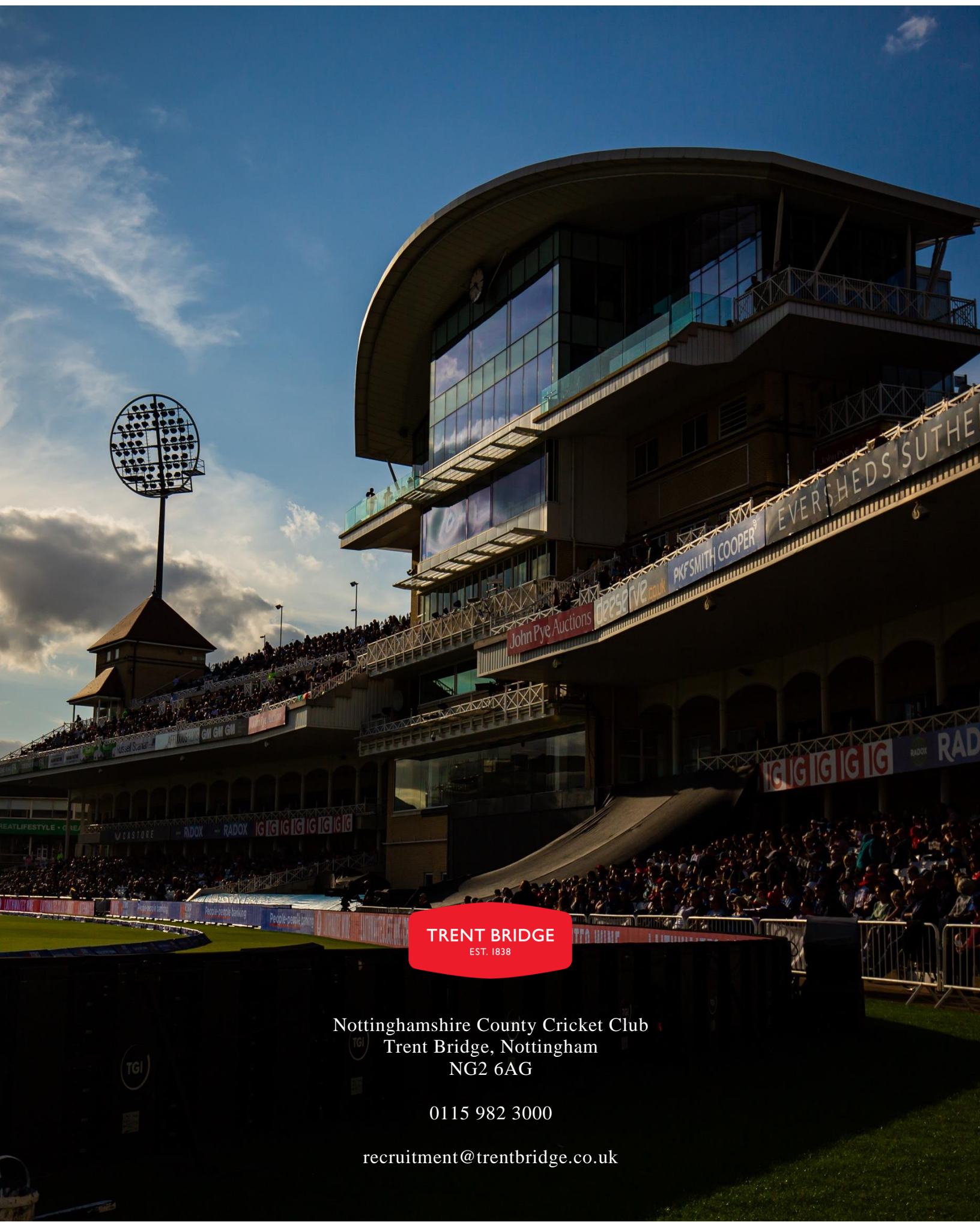
Interview Date: 19th, 20th & 21st February 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an inclusive environment for all employees. when submitting your details, please let us know if you require any support or reasonable adjustments during the interview process

No agencies please



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EST. 1838

Nottinghamshire County Cricket Club
Trent Bridge, Nottingham
NG2 6AG

0115 982 3000

recruitment@trentbridge.co.uk