



## **FINANCE ASSISTANT**

Trent Bridge, the home of Nottinghamshire County Cricket Club, is looking to recruit a Finance Assistant. The role will work closely with the Finance Manager, supporting them in producing accurate and timely financial information.

You will be responsible for, but not limited to, our daily cash management, including cash book postings and bank reconciliations. You will also be an integral part in the day-to-day financial processing for the Trent Bridge Community Trust. This includes posting of journals, reconciling of balance sheet accounts and Sales/Purchase ledger control.

This role would suit an experienced Finance Assistant with a firm working knowledge of all the key areas in accounting. If this interests you, please see below for the full Role Profile and Person Specification.

If you would like to join us here at Trent Bridge kindly email your CV, covering letter and salary expectations to [recruitment@nottsccc.co.uk](mailto:recruitment@nottsccc.co.uk) or post it to:

HR Manager  
Nottinghamshire County Cricket Club  
Trent Bridge  
Nottingham  
NG2 6AG

Closing date for applications is Thursday 12<sup>th</sup> May 2022

Applicants must be eligible to work in the UK  
No agencies please

## **ACCOUNTS DEPARTMENT ROLE PROFILE**

### **FINANCE ASSISTANT**

**RESPONSIBLE TO:** Finance Manager

**RESPONSIBLE FOR:** N/A

#### **SPECIFIC ROLE PROFILE**

- Process daily Accounts department transactions, to include (but not restricted to):
  - Cash management, including daily bank reconciliation and cash book processing
  - Creating and posting relevant month end journals
  - 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)
- Accurate filing of paperwork on a daily basis
- BACS and cheque payment processing
- Assisting in the production of Trent Bridge Community Trust accounts
- Assisting in profitability analysis within various income generating areas of the business
- Compiling and reconciling cash float requirements
- Monitoring of our cashflow against our cashflow forecast
- Reconciling income sheets for various areas of the business
- Reconciling various balance sheet nominal codes
- Upkeep of motor insurance log
- Provision of key management reports and ad hoc information papers to Finance Manager
- Providing excellent customer service and financial information to the Finance Manager, Deputy Chief Executive and all other departments within the Club
- Any other duties as requested by the Finance Manager

#### **MEASURABLE KPIs**

- Accounts and cash book reconciled on a daily basis
- Month end transactions to be completed within 2 working days following month end
- 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

## ACCOUNTS DEPARTMENT PERSON SPECIFICATION

### FINANCE ASSISTANT

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Use of accounting systems</li> <li>- Bank Reconciliation</li> <li>- Credit control</li> <li>- Online banking</li> <li>- Working in a busy Accounts office</li> <li>- Journal entry</li> </ul>	<ul style="list-style-type: none"> <li>- Cash handling</li> <li>- SAGE Line 200</li> <li>- Nat West Payaway</li> <li>- Nat West Bankline</li> <li>- Production of a basic set of management accounts in Excel</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Working knowledge of Microsoft Office, particularly Word and Excel</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Ability to prioritise workload</li> <li>- Ability to work to strict deadlines and under pressure</li> <li>- High level of accuracy and attention to detail</li> <li>- Ability to work on own initiative</li> </ul>	
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>- Accounting qualification (or working towards. i.e. AAT)</li> </ul>
<b>Qualities &amp; Attitude</b>	<ul style="list-style-type: none"> <li>- Ability to build good working relationship with staff at all levels</li> <li>- Pro-active approach</li> <li>- “Can do” attitude</li> <li>- Friendly &amp; approachable.</li> <li>- Respect for confidentiality</li> </ul>	
<b>Other</b>		<ul style="list-style-type: none"> <li>- Experience of working within a member’s club/society</li> <li>- Experience of working within a sports club</li> </ul>