

The Role and Responsibilities of the Finance Assistant

Responsible to: Head of Operations

Responsible for: Accurately maintaining records of all financial transactions

Key tasks will include:

- Accurate processing of all financial transaction to Sage 50 Accounts
- Recording and reconciliation of all bank transactions, following up with stakeholders as required and making sure cheques are banked in a timely manner
- Raising purchase orders, processing purchase invoices, staff and volunteer expenses, credit card transactions and collating payment runs, ensuring accuracy and approval as per company procedures
- All aspects of the accounts receivable process, from raising sales invoices to debt recovery
- Assist in the preparation of quarterly management accounts to Board and in the preparation of statutory financial accounts
- Complete special projects as required from time to time and other duties assigned
- Quarterly monitoring to budgets through regular liaison with budget holders
- Preparation of journal entries for review and processing into the general ledger
- Compiling and analysing financial information
- Ensuring compliance of internal procedures and controls, and providing feedback to evolve and improve processes
- Maintaining fixed asset and equipment registers
- Liaison with suppliers to achieve best value
- Assist and perform administration activities to provide support across the business

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

| FACTORS | ESSENTIAL | DESIRABLE |
|---|---|--|
| Qualifications and attainments | <p>Educated to degree level in finance, or qualified by experience within a finance function for a minimum of two years</p> <p>A strong proficiency in English and mathematics</p> | An understanding of athletics or other sport |
| Work and other experience | <p>Strong knowledge and experience of Sage 50 Accounts, MS Excel, MS Outlook & MS Word</p> <p>An excellent understanding of accounting principles and knowledge of accounting processes</p> | <p>Enthusiastic and displays a keen interest in sport</p> <p>Competent in the use of other MS 365 apps</p> |
| Skills | <p>First-rate knowledge of the principles of VAT</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p> <p>Team player with ability and willingness to work well with others, and to tight timescales</p> <p>Ability to multitask and has the flexibility to complete a variety of projects in tandem</p> <p>Demonstrable analytical and problem-solving skills, with the ability to use initiative to identify and resolve issues</p> <p>A quick learner able to organise and prioritise personal workload and demonstrate a flexible and responsive approach to work demands of business and stakeholder needs</p> | Knowledge of partial VAT exemption |
| Disposition and Personal qualities | <p>Self-motivated and takes ownership of tasks and problems</p> <p>Confident and able to work with a minimum of supervision</p> | |

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| | <p>Ability to cope well under pressure and liaise effectively with all stakeholders</p> <p>Reliable, trustworthy, numerate, and highly organised</p> <p>Conscientious with a demonstrably high level of accuracy and attention to detail</p> | |
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Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, at francesca.snitjer@scottishathletics.org.uk

The closing date for applications is **noon on Friday 29th April 2022** with interviews taking place week commencing 9th May 2022.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities employer.

In the result of high volumes of applications, **scottishathletics** reserves the right to close the vacancy ahead of the stated closing date. Please apply early to avoid disappointment.