



## JOB DESCRIPTION – FINANCE ASSISTANT

<b>JOB TITLE</b>	<b>Finance Assistant</b>
<b>REPORTS TO</b>	<b>Finance Consultant/CEO</b>
<b>BASED AT</b>	<b>Volleyball England, 3 Oakwood Drive, Loughborough, LE11 3QF</b>

### JOB PURPOSE

The Finance Assistant is responsible for assisting the Finance Consultant (outsourced finance support) in the preparation and maintenance of all financial records relating to the efficient and effective running of Volleyball England, and the organisation is seeking an aspirational individual who is keen to learn and develop in the role.

### KEY RESPONSIBILITIES

#### To carry out the day-to-day financial affairs of the business

- To maintain financial records, including sales ledger, purchase ledger and stock control.
- To implement all accounts procedures; record sales and purchase invoices, record income, banking and bank reconciliations in the business' XERO accounting software.
- To maintain customer and supplier records in XERO.
- To administer the 'finance inbox'.
- To maintain the Volleyball England VolleyStore e-commerce platform and functions.
- To be the first point of contact for all finance queries.
- To record and analyse payments received and bank any cheques.
- To coordinate and administer ordering procedures.
- To check purchase invoices and expense claims, including matching to orders and budgets, and obtaining approvals for payment.
- To prepare electronic payment.
- To undertake routine credit control procedures.
- To monitor the usage of the company credit cards, ensuring that invoices are received in a timely manner.
- To undertake office admin: order office supplies, stationery, tea, coffee, etc..
- To be responsible for the accurate filing of documentation.

- To allocate the monthly payroll journal in Xero.

### Sales Invoices

- To be responsible for the financial aspects of sales of goods and services.
  - stock-keeping, ordering and its management.
  - price checking, debt reminding – either directly or via the budget holders.

Any other administrative and support duties as directed by the Finance Consultant or the Chief Executive.

### PERSONAL PROFILE

Essential	Desirable
Progressing with AAT qualifications and/or extensive experience in accounting.	Knowledge of the structure of national governing bodies.
Knowledge and experience of accounting systems.	Experience in administering accruals and pre-payments.
Experience in purchase and sales ledger maintenance.	Experience of using DEXT, Approval Max or Xero accounting software.
Experience in conducting bank and credit card reconciliations.	Experience of working with external auditors.
Good written and oral communication skills, including writing reports and plans.	Knowledge of UK VAT regulations.
Ability to work to deadlines, deliver projects on time and to standard, and have efficient time management skills.	Experience in developing standard operating procedures.
Good Microsoft Office skills – Excel, Word and Outlook.	Advanced Microsoft Office skills – Pivot, Lookups.
A logical approach to management and to the organisation of financial tasks.	Experience of a nominal ledger coding structure.

### CONTRACTUAL DETAILS

<b>JOB TITLE</b>	Finance Assistant
<b>SALARY</b>	£20,000 to £25,000.
<b>TENURE</b>	Permanent.

<b>ANNUAL PAID HOLIDAY</b>	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second and subsequent years of service. Eight Bank/Public Holidays. Two - and-a-half privilege days.
<b>HOURS</b>	37.5 Hours per week.
<b>NOTICE PERIOD</b>	Four weeks.

## **OTHER DETAILS**

There is a contributory pension scheme.

A no-smoking policy is operational in the national office in Loughborough and Volleyball England vehicles.

A cycle to work scheme is available to Volleyball England employees.

## **HOW TO APPLY**

To apply for this role, please emailing a covering letter and CV to [jobs@volleyballengland.org](mailto:jobs@volleyballengland.org), with the email title line of “finance assistant application”.

The closing date for applications is Sunday 28th April, with interviews to take place in the week commencing Monday 6th May (please only apply if you will be available for interview then). Please include the date from which you would be able to start your employment, if successful.

## **AN EQUAL OPPORTUNITIES EMPLOYER**

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org).

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org).

This job description is not 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 company.