

Job Description

Finance Assistant

Position: Finance Assistant	Department: Finance	Reporting to: Financial Controller
Salary: £24,000 - £25,000	Contract: Permanent	Hours per week: 37.5 (5 days out of 7)

Job purpose: To uphold the standards set by the Finance department and assist the team in achieving its targets and goals across the whole Stadium MK Group. The Finance Assistant will manage purchase ledgers, be the key contact for debt collection and support the wider finance team in revenue and cash postings.

Role Competencies:

The competencies and tasks for this role will include a range of the following items:

Planning Timescales:

- Daily manage the central email address accounts
- Input purchase invoices into the finance system daily
- To ensure all purchase orders are processed as required daily

Decision Making:

- Prepare the monthly supplier payment run based on the payment terms/contracts with suppliers
- Reconcile any cash collected in the group including making appropriate arrangements for banking

Skill Level:

- Process daily revenue and bank postings for revenue centres in the group (eg. Hotel, Marco Pierre, Box Office, and Club Shop) and be able to solve issues as they arise
- Reconcile purchase ledger accounts, including reviewing, and requesting copies of invoices in a timely manner, and determine appropriate actions required to clear balances

Impact & Influence

- Work with other relevant departments in the group assisting them in implementing processes where these overlap with the responsibilities of finance

Communication:

- Act as the direct point of contact for customers from a debt chasing perspective including reconciling accounts and chasing receipts

Budget Management:

- Support the Management Accountant in pairing purchase invoices with authorised purchase orders challenging any unauthorised expenditure

Lead & Develop:

- To support the wider finance team as required especially during the annual external audit

Operating Parameters:

- Support the robustness of company internal controls by appropriately following company policy and raising any issues or concerns in a timely, professional and confidential manner

Essential & Desirable Job Criteria:

Essential

- Basic accounting knowledge of double entry
- Attention to detail
- Strong written and verbal communication skills
- Ability to work efficiently to meet set deadlines
- Organisation skills
- High level of honesty and integrity
- Good IT skills including excel knowledge

Desirable

- Be working towards a qualification in Finance/Accounting
- Prior experience of Microsoft Business Central Software
- Advanced excel skills
- Prior experience in Hospitality, Leisure or Football industry

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 85

Level 2