JOB DESCRIPTION
Accounts Assistant

Job Description	
Job Title	Accounts Assistant
Hours of Work	Standard working week will be a minimum of 16 hours on a flexible basis to be agreed with additional hours when necessary. In addition you may be required to work extra hours in the evenings and weekends to support match days and other business events.
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Responsible to	Accounts Executive & Commercial Director
Responsible for	Assisting the Accounts Department for both Burton Albion Football Club and Burton Albion Community Trust
Contractual Status	Part-time
Job Share	Not suitable for job share
Duties and responsibilities	• Assisting with the general day-to-day duties within the Accounts Department for Burton Albion Football Club • Helping to accumulate data for the company accounts including Burton Albion Football Club, the Community Trust and the Academy • Supporting, handling and applying of finance matters including creating invoices, raising of purchase orders and all other documents for accounting purposes • Using and co-ordinating SAGE system on a daily basis • Resolving invoice and payment queries • Processing employee expenses • Processing and reconciling company purchasing • Compiling financial reports where requested

	• Preparing reconciliation of general ledger accounts • General housekeeping, scanning, filing and responding to telephone queries • Matching invoices to purchase orders and non-match invoice • General office administration • Match day support as and when required • Answer phone in an efficient and friendly manner as a back-up for staff member • Supporting team members through busy periods	
Qualifications:	5 GSCE's or 'O' levels (Grades A-C) Accounting Certificates	Essential Desirable
Experience:	Experience within an accounting environment with at least 3years experience Experience of working within a sporting and/or charity related environment Experience working with SAGE and payroll procedures	Essential Desirable Essential
Skills & Knowledge:	Strong sense of responsibility with good communication skills Good IT skills	Essential Essential
Qualities:	Ability to work accurately with attention to detail Willingness to continue studies where appropriate	Essential Desirable