



JOB DESCRIPTION
Accounts Assistant

Job Description	
Job Title	Accounts Assistant
Hours of Work	Standard working week with some flexibility on hours, either on a full time basis, or part time may be considered. In addition, you may be required to work 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
Responsible for	Assisting and supporting the Finance Department for Burton Albion Football Club in supporting a busy finance department in the processing of accounting records. To be pro-active in helping, supporting, handling and applying of finance matters including creating invoices, raising purchase orders, payment queries, and all other documents for accounting purposes.
Duties and responsibilities	<ul style="list-style-type: none"> • Assisting with the general day-to-day duties within the Finance Department for Burton Albion Football Club • Supporting, handling and applying of finance matters including invoices, creating of purchase orders and all other documents for accounting purposes • Support in accumulating data for the company accounts • Using and co-ordinating SAGE system on a daily basis • Resolving invoice and payment queries • Assisting with processing employee expenses • Processing and reconciling company purchasing • Assisting with creditors and debtors • General housekeeping, scanning, filing and responding to telephone queries • Supporting and processing with general office administration as and when requested to do so • Support on match day to assist in processing and recording of financial activities, communicating closely between departments, and assisting with other ad hoc duties at these events





	<ul style="list-style-type: none"> Assist and support other staff members at busy periods with customer service either by answering phone calls or face to face in Club Shop to efficiently respond to customer queries. This will include support through various projects, and when necessary to include ticket selling and retail sales as and when requested to do so. <p>The above is a guide only and should not 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 changing needs of the organisation.</p> <p><u>Equality Code of Practice</u> - Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook</p>	
Qualifications:	Good standard of maths and English to GCSE's or 'O' levels (Grades A-C)	Essential
Experience:	Minimum of 12 months experience within an accounting environment and/or working towards an accounting qualification	Essential
Skills & Knowledge:	Strong sense of responsibility with good communication skills	Essential
	Good IT skills	Essential
	Knowledge of Sage would be an advantage	Desirable
Qualities:	Ability to work accurately with attention to detail	Essential

