



JOB VACANCY
Accounts Assistant

Organisation:	Burton Albion Football Club
Position:	Accounts Assistant
Salary:	Competitive, based on experience
Location:	The Pirelli Stadium, Burton Albion Football Club
Type of Contract:	Permanent
Closing Date:	Friday 12 th January 2018

Burton Albion is looking to recruit an Accounts Assistant to support our busy Finance Department. The role is permanent, with a flexible approach to working hours either full time or part time basis. We are seeking someone who has a minimum of 12 months previous experience within an accounts department, or who is working towards an accounts qualification, and has a genuine interest in accounting and finance and able to work quickly and efficiently within a varied and fast paced dynamic environment.

The role will require you to be pro-active in a range of duties including processing, handling and applying of finance matters provided by other departments, including creating invoices, raising purchase orders, payment queries, recording of documents accurately, use of Sage, and all other documents relevant for accounting purposes.

The work will be varied and the ability to work quickly and efficiently will be an essential part of the role. You must also have a genuine interest in all office administration duties to support other team members at busy periods. The role will also involve a match day requirement to assist in processing and recording of financial activities, communicating closely between departments, and assisting with other ad hoc duties at these events. Applicants must have excellent communication skills, and have a 'can do' attitude.

How to apply:

Download an application form at www.burtonalbionfc.co.uk and application form together with a CV forwarded to Accounts Department, Burton Albion Football Club, Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR or email to vacancies@burtonalbionfc.co.uk

