

JOB ADVERT

Job Title:	Finance Assistant – Purchase Ledger
Department:	Finance
Reports to:	Chief Financial Officer
Location:	St Andrew's Trillion Trophy Stadium, Birmingham, B9 4RL
Hours of work:	37.5 hours per week
Salary:	Competitive

Application Closing Date: 30/09/2019

Due to the urgency of filling this vacancy, suitable candidates will be interviewed as and when they apply and the role will be shut down as soon as a suitable candidate has been sourced.

We are looking for a highly motivated individual with the skills to assist within a busy finance department.

Roles and Responsibilities:

- Matching purchase orders to invoices and check there are no discrepancies
- Code invoices to the correct nominal, reference and file accordingly
- Process invoices onto Sage 200 system
- Produce payment runs via BACS to ensure invoices are paid in a timely manner
- Reconcile invoices to supplier statements
- Answering supplier queries via telephone or email
- Any other duties as required
- Ensure compliance with all the Policies and Procedures contained within the Staff Handbook, paying particular regard to the Equality & Diversity, Safeguarding and Health & Safety Policies and procedures at all times
- Any other duties as deemed necessary by your Line Manager or Head of Department within the scope of the role

PERSON SPECIFICATION

Education/Qualifications

Essential:

- Good GCSE in Maths and English

Desirable:

- Degree
- P/Q in AAT, ACCA, CIMA or equivalent

Skills & Abilities

Essential:

- Good working knowledge of MS Office especially Excel.

Desirable:

- Good working knowledge of Sage 200



Personal Requirements:

- Confident person who has the ability to work independently and as part of a team.
- Can work to tight deadlines and keep calm under pressure.
- Methodical and accurate with a proven ability to focus on detail
- Excellent communication

Terms of Appointment

- 20 days holiday rising by 1 day per year completed up to a maximum of 25 days plus 8 bank holidays
- 6 months' probation period

Special Conditions

- Flexibility with working hours required to meet demands of the role
- Applicants must be eligible to live and work in the UK
- Applicants will be required to undertake a DBS check, previously a CRB check.

Birmingham City Football Club prides itself on the support it offers its employees and as such offers a variety of excellent benefits, for example, contributory pension, life assurance 2 x salary, free car parking, free gym membership, two free season tickets and membership to Blues Loyalty Scheme. If you are offered a position with the company your offer letter will clearly set out the benefits to which you are entitled.

Applicants must be able to evidence that they are eligible to live and work in the UK.

Birmingham City FC is an equal opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

Anyone interested should apply online at the following link - <https://bcfc.octofirstclass.co.uk/candidates/account/login/49936?aisId=12&rmlId=1059&src=3>