



Purchase Ledger Administrator

Location: The Valley, South East London or as required

Salary: Dependent on Experience

Contract Type: Permanent

Hours: Full time, Monday – Friday 9 – 5

About Us:

Charlton Athletic Football Club is an English professional association football club based in Charlton, south-east London. The club was founded on June 9th, 1905 and has a very storied history from rising to the top-flight of English Football in the 1930s (First Division) and again in the 1980s, 1990s and 2000s, to winning the FA Cup in 1947 and to leaving their Valley home in the mid-1980s only to make an impassioned return in 1992. Historically, the women's team played under Charlton Athletic from 2000 to 2007 but were released to become an independently run team in 2007 following the men's team's relegation from the Premier League.

The women's team were originally formed as a non-professional team in 1991 and were highly successful in the early 2000s winning The FA Cup, the League Cup, and the Charity Shield, as well as coming runners-up in the top division in multiple seasons. In February 2021, the club acquired the Charlton Athletic Women's team, turning the team full-time professional, and integrating them to become one club again.

Currently, our men's first team competes in League One, the third tier of English football, and our women's team competes in the Women's Championship, the second highest division of women's football in England. At Charlton, we are 'one club' and can be truly described as a 'family club'.

Charlton Athletic Football Club are looking to recruit a highly motivated, responsible and driven chartered physiotherapist to join our successful academy.

The Purchase Ledger Administrator role will sit within our finance team to support the Finance Manager in delivering a high quality, cost-efficient service throughout the organisation. Your role as a Purchase Ledger Administrator will primarily be responsible for the day to day running of our accounts payable section but will also be required to perform duties across all aspects of the finance team. The ideal candidate will be able to work in a fast paced environment, will be enthusiastic & dynamic and be looking to develop their knowledge and skills.

Key Duties

- Management Of The Purchase Order And Purchase Invoice System's
- Monitoring Of Accounts Inbox And Responding To All Suppliers
- Set Up Of All Bank Payments.
- Weekly Bank Reconciliations
- Daily Reconciliation Of All Purchase Invoices Awaiting Approval
- Processing Staff Expenses & Credit Cards
- Various Ad-Hoc Accounts Receivable Tasks

- Providing Relevant Information For Monthly Management Accounts
- Weekly Supplier Statement Reconciliation
- Management Of The Payment Of Football Agents
- Assist With The Quarterly VAT Return
- Management Of Petty Cash Across Two Sites
- Other Ad-Hoc Duties Requested By The Finance Manager

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- Minimum 5 grade A-C GCSEs (or equivalent), including Maths
- Accounting technician qualification desirable

Desirable:

- Experience in Finance role with a clear understanding of Finance processes.

Abilities/Skills/Knowledge:

- Able to demonstrate high level of accuracy and attention to detail
- Strong reconciliation skills
- Ability to assist in analysis of financial data
- Strong working knowledge of Excel and accounting system
- Able to manage multiple priorities and meet deadlines
- Excellent verbal and written skills with the ability to effectively communicate with staff at all levels across several departments

Additional Information

- This is a full-time role
- Applicants must be eligible to live and work in the UK
- Charlton Athletic is committed to safeguarding and promoting the welfare of children and young people. This post is subject to a satisfactory DBS Disclosure
- As such, this post is exempt for the Rehabilitation of Offenders Act (1974) and the successful candidate must disclose all convictions spent convictions should be declared, that have not been subject to filtering by the DBS
- Charlton Athletic FC is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safeguarding:

Charlton Athletic Football Club are committed to safeguarding and promoting the welfare of children, young people and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service check (DBS). The possession of a criminal record will not necessarily prevent an applicant from obtaining a post, as all cases are mediated individually according to the nature of the role and the information provided.

Note: Please note that due to the high volume of applications we receive we regret that we are unable to respond to unsuccessful applicants.

To Apply:

Please send a copy of your CV as well as a covering letter explaining why you want to apply for this role [Job Openings \(peoplehr.net\)](http://peoplehr.net):

