

# **JOB SPECIFICATION**

**JOB TITLE: Assistant Accountant**

**LOCATION: Hillsborough Stadium**

**RESPONSIBLE FOR: All aspects of the Club Payroll, VAT and Cashflow and supporting preparation of monthly management accounts and financial reporting.**

## **MAIN PURPOSE OF JOB**

To assist the Accountant in providing the Company with all the necessary functions and information it requires to provide effective financial control at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Generic Duties**

- To promote a professional image of the club and themselves at all times.
- To contribute in identifying and undertaking initiatives aimed at improving the efficiency and effectiveness of all payroll and financial processes.
- To contribute to a fully integrated service in order to provide a good customer service.
- Maintain and develop appropriate electronic systems\working practices for the benefit of the service as required by both internal and external customers.
- To work with and support other team members as required to ensure effective and efficient service is developed and delivered.
- Provide management information as required for the use of SWFC.
- You will be expected to contribute to the Health & Safety of the working environment in a personal and, where applicable, a supervisory capacity.
- You will be expected to seek ways of updating and improving personal skills, knowledge and understanding relevant to your own job role. SWFC will undertake regular appraisal interviews with all staff in order to address individuals' personal development needs and to produce a training and development plan for the club

### **Systems Experience Required**

Good practical competence with Microsoft Office 365 Software, particularly Excel and Word modules, with knowledge of Access an advantage.

Fully conversant with standard financial accounting software packages with Pegasus Opera 3 an advantage. Experience of using P11D software packages an advantage.

## **Specific Duties**

### **Monthly Payroll**

Responsible for SWFC Monthly Payroll and other company payrolls  
Monthly Pension calculations and reports  
HMRC PAYE calculations and submissions of FPS, EPS for monthly payrolls  
Dealing with pay queries and furlough calculations  
Completing the payroll journal  
Monthly running of payroll reports and closure

### **Sales and Purchase Ledger Maintenance.**

Supervision of sales and Purchase Ledger.

Development of procedures and implementation.

Monthly Review of Purchase and Sales Ledger.

Dealing with queries and questions on accounting matters, during the month and at month end.

Month end procedures, including developing procedures in order that future errors are not made.

### **P11D**

Recording keeping and compilation of P11D for SWFC and other companies.

Producing and distribution of P11D to employees.

Sending P11d to HMRC within deadlines and arranging payment.

Keeping up to date with current legislations.

### **VAT**

SWFC and other companies' quarterly VAT calculations and submissions

Making Tax Digital compliance with HMRC for all businesses

Reconciliation of VAT submissions with Balance Sheet VAT

### **Cashflow**

Maintenance of the Daily Cashflow spreadsheet for Finance Director

Dealing with any cashflow queries and Cashflow Forecasts with Finance Director

### **Budgets**

Assistance in the compilation of Annual Departmental Budgets with Accountant.

### **Ad Hoc**

To provide holiday/sickness cover for any member of staff within the Accounts Department.

Dealing with any queries and questions from members of staff.

Ad hoc investigations.

## **CUSTOMER FOCUS**

- To be committed to delivering excellent customer service.
- To represent SWFC at all times and portray an image to internal and external users of the service that promotes a positive image.
- To understand and be committed to equalities and diversity and to respect others' values and beliefs and treats others with dignity and respect.
- To understand and be committed to SWFC's mission, values and goals.

## **REQUIRED SKILLS**

At least three years' experience of working in a financially based post, with knowledge of payroll essential.

Awareness that the work carried out within this specific role is a vital component in the wider financial processes employed by the company.

Experience of modern financial systems and of the importance and content of good financial information for management.

Understanding of the implications of legislation for the financial management of the Company's services.

Must be able to demonstrate knowledge of in-depth reconciliation work and financial reporting skills, production of financial reports and advance Excel skills.

Demonstrable experience in a Management or Financial Accounts role.

Must be able to show attention to detail, numeracy skills, flexibility, high degree of organisation and time management.

5 GCSEs (A-C Grade) or equivalent. Including Maths and English.

3 A Levels or equivalent.

Relevant Degree

To be at least part-qualified and working towards completion of a professionally recognised financial qualification (i.e. CIMA/ACCA). Qualification by experience will also be considered.

## **DISPOSITION\ATTITUDE**

Enthusiastic and flexible in the face of change.

Sympathetic and supportive attitude, particularly towards work colleagues lacking in financial expertise.

Positive attitude towards problems.

Ability to work with your Head of Department to establish all financial information needs, and to assist in the development of systems which will fulfil them.

Ability to understand and manipulate financial information, and to present it clearly to all Heads of Departments when required.

A thorough, systematic and logical approach.

Appreciation of the importance of tight deadlines and the ability to organise the work of this, and of subordinate posts in order to keep to them.

Ability to prepare reports, notes and letters with a minimum of supervision and of a standard requiring little alteration.

Appreciation of the roles and responsibilities of this post, and those above and below it.

Ability to communicate at all levels.

Ability to participate effectively in multi-disciplinary meetings

Ability to direct and supervise the work of all to other Accounts Staff.

Self-motivated and able to work under pressure.