



SWFC Community Programme Bookkeeper and Office Manager

Vacancy Reference No: 53

The purpose of your role as Bookkeeper and Office Manager is to manage the organisation's daily finances, so this is accurate, reconciled and up to date. In addition, you will manage general office duties, to ensure the efficient and effective day-to-day running of the Community Programme.

Task-related duties

- Manage the organisation's purchase and sales ledgers, petty cash, money, bank reconciliation and provide regular financial reporting and management reports
- Assist with preparation of the annual organisational budgets, through providing suitable report information to the Community Manager
- Manage the SAGE accounting finance system daily, ensuring this is up to date
- Liaise with auditors around accounts management and year end audit
- Manage all employee's timesheets and corresponding information
- Prepare and issue Service Learning Agreements, in accordance with the Project Co-ordinator's information
- Be the first point of contact for all customers, overseeing enquiries/complaints.
- Complete general office duties
- Assist the Community Manager in delivery of programmes and projects.
- Assist with website development, to ensure the website is up to date, attractive and includes suitable information regarding participation programmes.
- Ensure sufficient and suitable advertising is in place for attracting bookings of birthday parties and Soccer Camps.
- Assist the Community Manager in any office duty/administration requests.
- Always represent the organisation in a professional manner.

Desirable skills, knowledge and experience

- UK driving license
- Maths and English GCSE grade C equivalent or above
- A-Levels and a Degree would be preferable
- Finance qualification is essential, for example AAT qualification
- Experience of working in finance in a small company
- Bookkeeping and financial accounting is essential
- Experience of working in an office manager role is desirable
- Good numeracy aptitude
- Strong time management/organisational skills
- Computer literate in Word and Excel is essential
- Experience and knowledge of the SAGE accounting software system
- Methodical
- Excellent attention to detail
- Accurate
- Rationale thinker
- Can work under pressure
- Comfortable working on your own and as part of a team
- Excellent communicator (written and verbal)
- Excellent planning skills
- Professional



SWFC
Community
Programme

Every day inspired

Sheffield Wednesday Football Club Community Programme is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post may be subject to a criminal record check or an enhanced DBS check.

Closing Date: 5th November 2018

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk

Submitted CVs must contain at least two references, current and expected salary.