



JOB DESCRIPTION

JOB TITLE	Accounts Assistant
LOCATION	Wrexham AFC, Racecourse Ground, Mold Road, Wrexham, LL11 2AH
REPORTING TO	Finance Manager
DIRECT REPORTS	N/A
JOB TYPE	Full-time, 37.5 hours
SALARY	Competitive, based on experience
CLOSING DATE	Monday September 27, 2021

JOB PURPOSE

To provide administrative support to the Finance department, enabling information to be produced as and when required and all correspondence and communication internally and externally to be managed in a professional manner.

MAIN RESPONSIBILITIES

- Complete daily and monthly bank reconciliations.
- Enter all financial transactions onto the ledger with accuracy and timeliness.
- Collect direct debits and make payments.
- Process of purchase invoices, supplier payments and remittances.
- Prepare and post month-end journals such as prepayments, accruals, and depreciation calculations.
- Complete administrative tasks such as printing and filing.
- Deal with enquiries from customers, external sources or from within the Company, either by written form, personal contact or telephone to ensure that any queries are dealt with in a timely and efficient manner.
- Analyse and interpret non-complex financial statistics and other data and produce relevant reports as and when required, from which others can make informed decisions.
- Arrange and participate in meetings, conferences, and project team activities as and when determined by the department heads to meet the priorities of the business.
- To support with other duties within the organisation as requested to support the development of the business.

HEALTH & SAFETY RESPONSIBILITIES

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

EXPERIENCE/QUALIFICATIONS REQUIRED

- Excellent attention to detail.
- Focused on delivering results.
- Experience of providing administrative support in an office environment.
- Experience in a similar accounts or book-keeping role would be beneficial.
- 5 x GCSE grade 'C' and above.
- AAT/ACCA Qualification (or studying towards) would be beneficial.

SKILLS/ABILITIES REQUIRED

- Excellent numeracy skills.
- Sound analytical skills.
- Fully computer literate, including the use of all Microsoft Office packages.
- Competent user of accountancy software would be beneficial.
- Effective communication skills with experience of communicating to management.

PERSON SPECIFICATION

- Good interpersonal and social skills.
- The ability to work using your own initiative and as a member of a team.
- The ability to work effectively under pressure and be resilient.



CLUB VALUES

Equality, Diversity & Inclusion

Wrexham AFC are committed to equality, inclusion and diversity of opportunity to ensure we provide fair and non-prejudicial access to the services across the Club. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

Safeguarding

Wrexham AFC are committed to ensure vulnerable adults and children are protected and kept safe from harm whilst engaged in services organised and provided by the club and are committed to fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, DBS references will be required where relevant.

Code of Conduct

Wrexham AFC expects the highest standards of integrity and conduct of its employees and volunteers. All staff are expected to follow the club's Code of Conduct and act in the interests of the club at all times.

How to apply:

To apply, download and complete an application form, or email vacancies@wrexhamfc.tv. Completed forms should be emailed to vacancies@wrexhamfc.tv or you can send your application by post to Wrexham AFC, Racecourse Ground, Mold Road, Wrexham, LL11 2AH.

This role profile is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the business.