



## **Assistant Financial & Management Accountant**

<b>Salary:</b>	Competitive
<b>Hours:</b>	Full Time (Permanent)
<b>Closing Date:</b>	Wednesday 31 <sup>st</sup> January 2018
<b>Benefits:</b>	25 days' annual leave Contributory pension scheme
<b>Location:</b>	West Ham United Foundation, Beckton

### **Job Purpose:**

An exciting opportunity has arisen within the West Ham United Foundation. This role requires someone who has experience of both financial and management accounts that will be prepared to assist and support a small team within the Finance department.

### **Key Responsibilities:**

- Business partnering with budget holders to assist them via clinic meetings on their monthly management accounts
- To assist with the preparation of the quarterly vat returns
- To assist in the inputs of sales, purchase ledger processes
- To Assist with annual budgeting and forecasting cash flow process
- To assist with accruals and prepayments for month end in conjunction with the rest of the finance team.
- To assist in the monthly reconciliations of balances between the 3 legal entities that makes up the Group.

### **Equal Opportunities**

1. To ensure that all departments are provided within an anti-discriminatory framework and take account of such issues as race, gender, sexuality, disability, religion and age.

2. To carry out work in a manner which promotes equality of opportunity for both staff and clients.

### **Person Specification**

The ideal candidate will have skills and experience in the following areas: -

Essential (E) Desirable (D)

***Education/Qualifications/Experience:***

- Part Qual/Qual professional (ACA/ACCA/CIMA) or Qualified By Experience (E)
- Must have a good understanding of designated, unrestricted and restricted funding (E)
- Must have experience in using Sage 200 (E)
- An experienced Team Player (E)
- Experience of working within a Football Club Foundation or Sports/Leisure Trust (D)
- Keen interest in community football and/or wider sports and community activities (D)
- Experience of Gift Aid and Corporation Tax (D)

***Abilities/Skills/Knowledge:***

- Must be able to multi task and be highly organised
- Strong attention to detail
- Due to vast growth of the Section a flexible and adaptable to change work attitude is essential.
- Must have excellent people and communication skills
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.
- Good technical skills to include accurate typing with experience of Windows based packages including Word, Excel, PowerPoint and Outlook;
- Reliable, flexible and helpful;
- Positive, professional attitude, and able to remain calm under pressure;
- Able to work on own initiative and be able to solve problems quickly and effectively;
- Team player, able to build good working relationships with colleagues;
- Able to work to deadlines, producing work in a timely and efficient manner;
- Excellent telephone manner and interpersonal skills to deal with a wide variety of people and clients;
- Experience of formatting documents and reports;
- Proven ability to work independently and make decisions

Understanding and commitment to the Club's Equality Policy and ability to promote anti-discriminatory practice.

We are committed to the principle of equality and equal opportunities in employment and have been accredited with the being Disability Confident Committed. We will actively promote equality and equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

Once you have applied for this role you are required to complete an equal opportunities survey to allow the Club to monitor the success of its equality initiatives. The survey will take two minutes and can be access using the following link: [https://www.surveymonkey.co.uk/r/WHU\\_Equal\\_Opportunities](https://www.surveymonkey.co.uk/r/WHU_Equal_Opportunities).

To apply please email your CV with a covering letter and return e-mail address to [hr@westhamunited.co.uk](mailto:hr@westhamunited.co.uk). We encourage applicants to apply as early as possible as we reserve the right to close the advert earlier than advertised.

