# About us:

GB Taekwondo is responsible for the preparation and performance of Britain’s elite taekwondo athletes at major championship events including the Paralympic Games. The GB Taekwondo Academy is based in Manchester where full time senior athletes on the National Lottery funded World Class performance programme train centrally, [ Monday – Friday].

GB Taekwondo aim to recruit and retain talented individuals through fair and effective recruitment and selection procedures. We value diversity and are committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit.

Applications are welcomed from all people irrespective of age, sex, gender, sexual orientation, marital status, pregnancy/maternity/paternity/caring responsibilities, ethnic and cultural background, nationality, disability, religion or belief.

Safeguarding and promoting the welfare of children in GB Taekwondo is a priority and an integral part of the recruitment process.

# About the post:

**Job Title:** Finance Assistant

**Location:** Manchester - National Taekwondo Centre

**Salary:** Approx. £20K

**Hours:** 39 hours

**Term: Contract until March 31st, 2021 \***

**Closing date**: 22nd April 2018

**Interview:**  w/c 30th April 2018

# This job requires an enhanced criminal records check and written reference(s) in relation to safeguarding/suitability to work with children, as well as continual professional development.

**Job Purpose:**

The Finance Assistant will provide direct support to the Financial Controller and have accountability for the day to day operations of the finance department.

The objective of this role is to provide effective support to the Financial Controller in maintaining an efficient finance function with a high degree of accuracy.

# Main responsibilities:

* Identify, code and enter all cash transactions on to sage
* Account reconciliations including allocating receipts and payments to keep the debtors and creditors ledgers tidy
* Check coding of supplier invoices and enter on to sage
* Set up new customers and suppliers on sage accordingly – addresses and set default nominal
* Raise and code debtor invoices as requested
* Update and monitor debtors including highlighting outstanding arrears to be chased
* Raise intercompany invoices monthly
* Reconcile all 4 bank accounts monthly with monthly controls at month end
* Enter monthly journals – transfers, accruals and prepayments
* Distribute supplier invoices to budget holders for approval and ensure these are returned on a timely basis
* Ensure asset acquisitions forms are completed and returned to Finance were applicable
* Set up bank payments on NatWest bank line and/or raise cheques for authorisation
* Request foreign currency payments with broker
* Stamp all invoices paid according with payment date and method
* File all supplier invoices, sales invoices, bank statements and credit card statements
* Banking – pay in cheques/cash
* Reconcile cash requests for overseas travel including ordering foreign cash currency
* Reconcile the office petty cash float monthly
* Spot check staff expense claims
* Liaise with company credit card holders to ensure monthly reconciliation are returned on a timely basis
* Distribute monthly pay slips to staff
* Deal with and resolve day to day finance queries with all stakeholders as applicable
* Assist in the control and improve finance systems and procedures e.g. ensure purchase ordering system is adhered too
* Where applicable, communicate the organisations financial policies and procedures to all employees and communicate changes as appropriate e.g. expense policy

The above is not regarded as exclusive or exhaustive as there may be other duties and requirements which the incumbent may be required to perform from time to time

# Key relationships:

* Financial Controller
* CEO
* Performance Director
* Programme Manager
* Logistics and Administration team
* Development Team
* Events Team
* Suppliers

# Person Specification:

* Proven track record in an accounts department with 3+ year experience
* A reliable and trustworthy candidate
* Qualified AAT or qualified by experience
* A focused individual who can demonstrate excellent organisation skills and the ability to manage a varied workload
* An ability to multi task to maintain an efficient finance department within a fast past changing environment.
* Good communication skills
* Excellent computer skills and a sound knowledge of Microsoft office applications, mainly excel and outlook
* A sound knowledge of sage 50 or experience of a similar accounting package
* A high work ethic with great attention to detail

# How to apply:

In order to be shortlisted you will need to demonstrate using examples in your application form (supporting information) that you have the experience and competencies listed, as outlined below.

Please return application and monitoring form (optional) to [hr@gbtaekwondo.co.uk](mailto:hr@gbtaekwondo.co.uk) or by post, marking confidential to HR, GB Taekwondo, at the address noted below.

# CVS ARE NOT ACCEPTED