

Job Description: Assistant Accountant

About us:

GB Taekwondo is responsible for the development, preparation and performance of Britain's Elite Junior and Senior Taekwondo athletes at major international championship events including the Olympic and Paralympic Games. Since the sport's inclusion in the Olympic programme in 2000 and Paralympic programme in 2021, we've established ourselves as one of the world's leading taekwondo nations, winning 11 medals across seven Games.

GB Taekwondo aims 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. 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:	Assistant Accountant
Location:	Manchester M40 (on-site car park for staff)
Salary:	Up to £30,000 per annum pro rata (depending on experience) 8% Employer pension contribution for eligible employees
Hours:	23.4 hours
Term:	Part time, Hybrid working available (0.6 FTE)
Closing date:	3 rd December
Interview:	w/c 11 th December

GB Taekwondo is looking for an Assistant Accountant who will be tasked with supporting the business finance function. You will be involved in a wide array of accounting tasks, from ledger maintenance, processing invoices, bank statement reconciliations, month end, VAT returns and assisting with the year-end statutory accounts. You will be a key point of contact for other departments on accounting and financial matters.

This job requires an enhanced criminal records check and written reference(s).

Job Purpose:

The Assistant Accountant will provide direct support to the Finance Director and have accountability for the day-to-day operations of the finance department and month-end controls.

Working in a fast-paced environment, the objective of this role is to provide professional support to the Finance Director in maintaining an effective & efficient finance function with a high level of accuracy.

Person Specification:

- Proven track record in an accounts department with 3+ year experience
- Qualified AAT or ACCA/CIMA qualified

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- Good computer skills and a sound knowledge of Microsoft office applications, mainly excel and outlook.
 - Good knowledge of sage or a similar accounting software
 - A reliable and trustworthy candidate
 - Holds a good work ethos
 - Consistently pays close attention to details.
 - Good communication skills (both verbal and written)
 - Excellent organisation skills
 - Excellent time management
 - Good problem solver
 - Focused on outcomes & is a proactive individual
 - Good team player

Main responsibilities:

- Sage accounts bookkeeping
- Sage ledger maintenance – nominal, creditors & debtors
- Raise monthly intercompany invoices
- Monthly bank reconciliation and controls
- Manage & prepare monthly journals – transfers, accruals and prepayments
- Produce monthly consolidated Statement of Financial Position
- Produce monthly consolidated Profit & Loss accounts.
- Assist with preparation of monthly management accounts
- Assisting with treasury activities
- Prepare the quarterly VAT returns.
- Assist with budgeting & forecasting
- Assist with cash flow forecasting
- Assist with the year end statutory accounts and financial audit
- 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 the Finance department were applicable
- Set up bank payments on NatWest bank line for authorisation
- Set up standing orders and direct debits
- Request foreign currency payments with our designated foreign exchange broker
- Banking – pay in cheques and/or cash
- Review expenditure reconciliations submitted by the Logistics team for overseas travel expenditure
- Monthly reconciliation of all foreign currency held
- Spot check staff expense claims

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- Distribute statements & liaise with company credit card holders to ensure monthly reconciliation are correct and returned on a timely basis
 - Distribute statements & work with the Logistics Team to manage the company prepaid expense cards
 - Resolve day to day finance queries with all stakeholders
 - 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.

How to apply:

Please complete the online application form.

In order to be shortlisted you will need to demonstrate within 500 words using examples in your application form (supporting information) that you have the experience and competencies listed, as outlined above.

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

CVS ARE NOT ACCEPTED