



BRITISHROWING

# Job Description

Finance Assistant

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<b>Job Title</b>	Finance Assistant
<b>Reports to</b>	Financial Controller
<b>Directorate</b>	Finance
<b>Place of Work</b>	British Rowing Headquarters, London

## Job Purpose

The Finance Assistant reports to the Financial Controller as part of the Finance Team. The purpose of the role is to ensure the control of the organisation's purchase and sales ledgers.

## Responsibilities

- Post purchase invoices, and staff and volunteer's expenses to purchase ledger
- Prepare payments of invoices and expenses by BACS, cheque, CHAPS etc. in line with supplier payment terms
- Review and reconcile creditor balances to supplier statements to ensure completeness and accuracy of ledger
- Raise sales invoices, post to sales ledger, and review sales ledger for outstanding receipts by generating statements
- Credit control and instigating calls to customers to collect invoices due for payment
- Reconcile purchase and sales ledger control accounts by agreeing aged creditor and debtor listings to the nominal ledger
- Resolve all incoming purchase and sales ledger queries
- Prepare cheque receipts/cash received for banking and deposit amounts at bank on a timely basis
- Post and reconcile all bank payments and receipts for GBP bank accounts
- Update and reconcile petty cash transactions in a timely manner
- Collect petty cash and foreign currency from bank as and when required
- Reconcile and post expenditure of company credit cards via Concur expense management software, ensuring VAT treatment is correct
- Notify colleagues of receipts where relevant in a timely manner
- Assist with year-end activities including liaising with external auditors
- Other ad hoc tasks as directed.
- Present a positive image of British Rowing and the sport of rowing at all times.
- At all times consider how your role can support the strategic objectives of British Rowing.

*This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time*

## Person Specification

### Essential

- 1+ years working in a purchase and sales ledger role
- Ability to work to deadlines without compromising the standard of work
- Co-ordination and ability to organise differing priorities
- Capability to work both alone and closely with a team
- Methodical and attention to detail in approach to tasks
- High standards of customer service
- Experienced in standard accounting packages
- Competent in Microsoft programmes, especially Excel
- Enthusiastic individual who is keen to take on new tasks and assist members of the team when required

### Desirable

- Understanding of sport sector or not for profit organisations
- Experience of VAT regulations in relation to purchase and sales ledger processing: zero-rated, standard-rated, partially exempt etc.
- Experience with Microsoft GP Dynamics
- Experience with SAP Concur

### Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.