



Job Description

Book keeper / Finance Assistant

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

Job Purpose

The Book keeper/ 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
- Post and reconcile all bank payments and receipts for GBP bank accounts
- Reconcile transactions received from Clubhub, our membership system, and post them on the finance ledger on a daily basis
- Update and reconcile petty cash transactions in a timely manner
- Set up urgent domestic and international payments when needed
- 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 by the Financial Controller

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

- Experience working in a similar role:
 - 2+ years' work experience, OR,
 - 1+ year work experience AND a Bachelor's degree in relevant subject
- Excellent communication skills, both written and verbal
- High level of accuracy and attention to detail
- Proactive approach to work
- Excellent Excel skills
- Positive working attitude
- Ability to effectively manage competing deadlines
- Coordination and ability to organise differing priorities
- Ability to work independently as well as part of a team
- High standards of customer service
- Eager to learn and not afraid to challenge the status quo.

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 or Sage 200
- Experience with SAP Concur

What you'll get in return

We're a family friendly organisation who focus on delivering and not the time spent at the desk. We offer a mature, flexible work environment with flexible working hours and location. Also, most importantly, we care about your wellbeing and want to enable and encourage a good work life balance!

Besides the salary and 25 days holiday (plus bank holidays), you'll also get:

- 7.5% employer pension contribution (when you put in 3%)
- Support to obtain qualifications in your field
- £20 per month with Betterspace (our wellbeing platform)
- Confidential counselling and advice with Empathy (our EAP)
- Eye care vouchers

- Life assurance
- Cycle to work scheme
- Free and secure parking in Hammersmith
- Free annual ROW Membership

Any other questions? Just drop us a line!

Additional Information

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic Games.

Anti-Doping

The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a good personal example in this field. When directly working with athletes the post-holder has a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

Hours

The post-holder's hours will be flexible to reflect the needs of the role and, while maintaining an appropriate work/life balance, will include time in evenings, at weekends and over public holidays. Standard working hours are 40 hours a week although flexibility is required in order to ensure core objectives are achieved. National travel may be required.

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.

If you are interested in the role, please email your CV alongside a covering letter to British Rowing's HR Manager hr@britishrowing.org