



**Aquatics GB**

**Administration Assistant (Finance Team)**

**Location - SportPark, Loughborough**

**Hours - Full Time (35 hours per week) or Part Time – (Part Time hours to be agreed)**

**Permanent**

**Full Time - £21,000pa - £23,000pa**

**(Salary dependent on experience and salary would be pro rata if part time)**

*Aquatics GB operates an Agile Working Policy allowing some flexibility to work from the office and from home*

Aquatics GB is the National Governing Body for Swimming, Diving, Artistic Swimming, Water Polo and Open Water in Great Britain. We are seeking an Administration Assistant, to join the Finance team, to provide a professional and efficient purchase and sales ledger service, ensuring that work is carried out in a timely and accurate manner to promote good long-term relationships with suppliers, volunteers, staff and athletes and agreed financial controls, procedures and policies are complied with.

The successful candidate will need to have previous administration experience, the ability to work on their own and as part of a small and busy team with a flexible approach to work and be able to work under pressure. Previous experience of working within a Finance team would be beneficial.

Excellent communication skills with the ability to work with staff at all levels are essential requirements for the role as well the ability to use the Microsoft office applications.

So if you feel you have the suitable skills and attributes for this position then we would like to hear from you.

To obtain an application pack contact email [peopledepartment@aquaticsgb.com](mailto:peopledepartment@aquaticsgb.com) or download a pack from our website [www.aquaticsgb.com](http://www.aquaticsgb.com)

**[aquaticsgb.com](http://aquaticsgb.com) | [info@aquaticsgb.com](mailto:info@aquaticsgb.com) | 01509 618700**

SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

Aquatics GB is the trading name of British Swimming Ltd.

Please note Aquatics GB conducts an anonymised application process.

**Closing date: Friday 3<sup>rd</sup> May 2024 at 12.00pm**

**Interview date: Friday 10<sup>th</sup> May 2024 at SportPark, Loughborough**

