



Aquatics GB

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Administration Assistant (Finance Team)
REPORTS TO: Assistant Accountant
SALARY: Full Time (or part time) - £21,000pa - £23,000pa (salary dependent on experience)
The salary would be pro rata if part time

JOB PURPOSE

- To work proactively as part of the Finance Team, providing Aquatics GB with a professional and efficient purchase and sales ledger service, ensuring that work is carried out in a timely and accurate manner and internal reporting requirements are met

JOB LOCATION

- The normal place of work will be the Aquatics GB office in Loughborough. Aquatics GB operates an Agile Working Policy allowing some flexibility to work from the office and from home.
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KEY RESPONSIBILITIES

- To raise sales invoices, based on requests received and regular invoices, accurately and in a timely manner
- To respond to queries on invoices raised and where necessary refer back to the Sales Invoice Requester
- Credit Control work, chasing of overdue accounts via all forms of communication
- Process credit card payments
- Timely allocation of monies received into the bank and payments made from the bank
- Monthly Bank reconciliations
- Matching of all receipt formats including cheque, BACS and credit card against invoices outstanding

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Aquatics GB is the trading name of British Swimming Ltd.

- Liaising with other departments in the identification of any unidentified monies received
- Process purchase invoices in a timely manner, ensuring they are authorised in accordance with approved purchasing limits
- Process expense claims in a timely manner, ensuring compliance with published expenses policies and that they are authorised in accordance with approved purchasing limits. To include maintenance of mileage records for company car users and all other staff expenses information that may be required by the Director of Finance for the completion of annual P11D forms
- Process float and monthly credit card reconciliations in a timely manner, ensuring compliance with published expense policies and that they are authorised in accordance with approved purchasing limits
- Produce weekly BACS payments files, with appropriate supporting documentation, for payment approval by the Assistant Accountant and/or Director of Finance
- Issue remittance advices, once notified that BACS file transmission has been successful
- Set-up one off bank payments, on current banking online system, for approval and release by the Assistant Accountant and/or Director of Finance
- Prepare one off cheque payments as required
- Prepare and post all inter-company transfers as and when they arise
- Reconcile purchase ledger accounts to statements received, recording and investigating differences. Ensure intercompany trading is reconciled on a monthly basis
- To work with team members and be able to provide cover for the duties within the post-holder's remit
- To comply with all policies set down by the Finance Department and the organisation as a whole, in particular those policies relating to diversity, equity and inclusion
- Any other duties that may from time to time be reasonably requested by the Assistant Accountant or Director of Finance

KEY RESULTS AND MONITORING AREAS:

- The postholder will be monitored with respect to the turnaround times of sales invoice requests, purchase invoices and expenses received
- The postholder will be monitored with respect to the meeting of month end deadlines including completion of bank reconciliations
- The postholder may be monitored with respect to the success of monies being received in as a result of the credit control process

- Building of effective relationships with the department's internal customers at all levels, by providing accurate, helpful and reliable information, and ensuring compliance with established procedures and standards on financial control
- Recognising the need for additional expertise when required and liaises with the Assistant Accountant or Director of Finance for assistance
- Developing a close understanding of the requirements and dynamics of Aquatics GB and working effectively with the Assistant Accountant and Director of Finance to deliver success and value for money

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> ▪ Previous administration experience 	<ul style="list-style-type: none"> ▪ Experience of Great Plains (Microsoft Dynamics) accounting system
<ul style="list-style-type: none"> ▪ Previous experience of working in a small and busy team 	<ul style="list-style-type: none"> ▪ Previous experience of sales and purchase ledger processing and bank reconciliations
<ul style="list-style-type: none"> ▪ Self - motivated and able to work on own initiative, prioritise workload and meet tight deadlines 	<ul style="list-style-type: none"> ▪ Previous experience of working in a fast paced finance environment
<ul style="list-style-type: none"> ▪ Demonstrates good communication and customer care skills 	<ul style="list-style-type: none"> ▪ Gained or working towards a recognised Finance qualification or Qualified By Experience (QBE)
<ul style="list-style-type: none"> ▪ Possess good organisation skills and ability to organise & prioritise workloads 	
<ul style="list-style-type: none"> ▪ Demonstrates a positive approach and a willingness to attain professionalism and accuracy in their work 	
<ul style="list-style-type: none"> ▪ Proven ability to work within a team 	
<ul style="list-style-type: none"> ▪ Good IT skills with a working knowledge of the main Microsoft Office applications 	

