

# FLEETWOOD TOWN FOOTBALL CLUB



HIGHBURY STADIUM | PARK AVENUE | FLEETWOOD | LANCASHIRE | FY7 6TX

FLEETWOODTOWNFC.COM | INFO@FLEETWOODTOWNFC.COM  
GENERAL ENQUIRES: 01253 775080

## Assistant Accountant

The Assistant Accountant is a key role within the Group Finance Department. Within this position you will have direct responsibility for producing and analysing the performance across the group of expanding businesses and providing support to the wider business.

Excellent career opportunities are available and study assistance will be provided to support and develop the individual.

## Role and Key Responsibilities

- Preparation of monthly management accounts and reporting pack, including variance analysis and balance sheet reconciliations.
- Be a point of contact and provide day to day finance support for the group entities in your portfolio.
- Assist in the design and implementation of new budgeting and monthly reporting processes across the group, taking ownership for deployment for the companies you manage.
- Support the Group Financial Controller and other members of the Finance team with:
- HMRC returns (VAT, Corporation Tax, P11ds etc)
- External Audit
- Banking and Treasury Management
- Production of Group Accounts
- Board reports
- Preparation of Bank and Balance Sheet Reconciliations
- Maintenance of Fixed Assets and calculation of Depreciation
- Assist with Credit Control including review of Aged Debt and Cash Flow Reporting
- Support Payroll with processing, controls and transacting payments
- Purchase ledger invoice processing and payments across the wider businesses.

## Knowledge and skills

- Understanding of finance in a Small/Medium sized owner managed organisation and preferably experience in a larger corporate style business.
- Self-starter comfortable working under own direction and within the team
- Analytical, able to interrogate data and provide insight using Excel/other tools
- Experience of accounts preparation and HMRC returns
- Good communication skills and ability to engage/support non-finance colleagues



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## Qualifications and Education Requirements

- Minimum AAT qualified, preferably part-qualified in CIMA/ACCA and committed to becoming professionally qualified (study assistance will be provided)
- Minimum 3-5 years' experience within a similar finance role
- Excellent understanding of accounting principles and techniques
- Experienced using SAGE or other comparable accounting software
- Strong MS Office skills / advanced excel skills

## Competencies

- Solution focused with can do attitude
- Able to explain and interpret financial information, provide the "story" behind the numbers
- Ability to work to tight deadlines
- Excellent understanding of accounting principles and techniques
- Driven by a desire to make improvements
- Passionate about customer experience
- Able to work in fast pace environment

Please send your CV and a cover letter providing full details of why you feel you would be suited to this role to [recruitment@fleetwoodtownfc.com](mailto:recruitment@fleetwoodtownfc.com).

**The closing date is 1st September 2018.**

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date



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