

Job Title: Accounts Assistant

Location: Poolfoot Farm Sport & Leisure Complex

Hours: Full Time – Monday to Friday

As Fleetwood Town Football Club continues to grow, we are seeking a detail-oriented Accounts Assistant to join our team based at our offices within Poolfoot Farm Sports & Leisure Complex in Thornton - Cleveleys.

You will play a key role in supporting the finance department, with the role operating across the football operation and helps manage the day-to-day activity of the finance function. This in-turn provides accurate financial information to the rest of the department.

The ideal candidate will assist in managing our company's financial records and ensuring accuracy in financial transactions.

Roles & Responsibilities (but not limited to):

- Sales invoice processing
- Managing the sales order tracker and queries
- Aged Debtor/Creditor reporting with supporting commentary
- The accurate and efficient processing of purchase ledger invoices
- Managing the PO tracker
- Monthly reconciliation of supplier statements
- Daily reconciliation of receipts via BACS/Stripe
- Preparation of the weekly payment runs via BACS
- Ensure month end and reporting deadlines are achieved
- Manage urgent payment requests and queries from all key stakeholders across the football club.

Qualifications:

- Ability to work to tight deadlines
- Diligent and attention to detail
- Able to work in a fast-paced environment
- Possibility of study support in the future or currently studying AAT (or equivalent).

Experience:

- Knowledge of PO systems advantageous
- Basic understanding of VAT to ensure accurate VAT recover
- Self-starter, comfortable working under own direction and within the team
- Good communication skills and ability to engage/support non-finance colleague
- Ability to follow processes through to fruition.

If you are a motivated individual with a passion for finance and possess the required skills, we encourage you to apply for this exciting opportunity as an Accounts Assistant.

What you need to do now:

If you're interested in this role, please send an up-to-date copy of your CV and cover letter to:

Recruitment@fleetwoodtownfc.com

Or any further questions please contact our Group Recruitment Manager:

Jamie.sykes@fleetwoodtownfc.com

Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This information is available in different formats if required. Please contact Fleetwood Town Football Club directly on 01253 775080.



ENGLISH FOOTBALL LEAGUE SPONSOR

