

An exciting opportunity has arisen within Fleetwood Town Football Club for an experienced Assistant Accountant to join our dynamic team based at Poolfoot Farm Sports Complex in Thornton Cleveleys.

The Assistant Accountant is a key role within the finance department. Within this position you will have responsibility for supporting the finance department in the production of regular management accounts for 4 group businesses.

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

Role and Key Responsibilities (but not limited to):

- 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 to the business.
- Embrace and implement process improvement for the finances of this entity.
- Support the head of finance and other members of the Finance team with:
- HMRC returns (VAT, Corporation Tax, P11ds etc)
- External Audit
- Banking and Treasury Management
- 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 as support for accounts payable team.

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

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



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FLEETWOOD TOWN FOOTBALL CLUB



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GENERAL ENQUIRES: 01253 775080

What you need to do now:

If you're interested in this role, apply now and forward an up-to-date copy of your CV / Cover Letter.

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

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.



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