



Job Description

Job Title:	Accounts Assistant - Cashier
Reporting to:	Group Financial Controller
Based at:	University of Bolton Stadium
Salary:	Competitive
Hours:	16 hours per week – part time

To assist with the completion of the revenue consolidation in accordance with Company Policies and Procedures, with an emphasis on Cashiering and stock movement at both the Hotel and Club.

Main areas of responsibility

- Be an ambassador of BWFC giving excellent customer service at all times, portraying a professional image throughout each interaction.
- To ensure the banking of cash, credit cards and cheques is performed on a daily basis.
- To ensure a detailed check of the daily business is performed and any discrepancies are reported to the appropriate department.
- Foreign currency recorded and banked
- To process and reconcile all hotel vouchers
- Spot checking of floats throughout the hotel
- The completion of Petty cash journals
- Ensure the hotel and football club floats remain adequate for the day to day operations; ordering change from the relevant source and investigating any discrepancies.
- Perform other duties as required, which are considered relevant to the post and to the objectives of Bolton Wanderers Football Club and Bolton Whites Hotel.
- BWFC seeks to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers has a safeguarding responsibility for all work colleagues, fans and any vulnerable adults and children

Declaration

I, Confirm I have read, understood and agreed to this job description, which explains the main duties/responsibilities of my job, but is in no way exhaustive and any other duties relevant to my post may be required as and when.