



VACANCY

Accounts Assistant - Cashier 16 hours per week - part time

As a founder member of the Football League (EFL), Bolton Wanderers is a football club that is internationally renowned, having played in all four professional leagues of English football, as well as winning the FA Cup on four occasions.

Based at the University of Bolton Stadium, the club also operates a training ground and Academy at Lostock.

Following the acquisition of the club in 2019, Football Ventures (Whites) Ltd owns Bolton Wanderers as well as Bolton Whites Hotel and under the chairmanship of Sharon Brittan is moving towards an exciting and sustainable future.

Bolton Wanderers Football Club is an Equal Opportunities Employer. We are committed to the principle of equal opportunities in employment and our employment policies

- 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
- 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 BWFC and Bolton Whites Hotel.

This position comes with health care and a pension package after a probation period. If you want to challenge yourself please send your CV and a covering letter to Sue Mitton at smitton@bwfc.co.uk

Closing date for applications: 5.00pm 19 November 2021