



## **Job Description**

<b>Job Title:</b>	Assistant Accountant Football
<b>Reporting to:</b>	Group Financial Controller
<b>Based at:</b>	University of Bolton Stadium
<b>Salary:</b>	Competitive
<b>Hours:</b>	40 hours per week – full time

To assist the Group Financial Controller in the preparation of monthly management accounts, balance sheet reconciliations and regulatory compliance including the preparation of information to meet the requirements of external auditors and the EFL.

### **Main areas of responsibility**

- Be an ambassador of BWFC giving excellent customer service at all times, portraying a professional image throughout each interaction.
- Prepare and complete month end processes to assist in the monthly management accounts process; journals, accruals, prepayments
- Reconcile Balance Sheet control accounts and support the Group Financial Controller/CFO in maintaining accurate and timely management information.
- Complete the quarterly VAT returns accurately and to HMRC deadlines.
- Assist in the production of the monthly management accounts for the Bolton Wanderers Development Association.
- Assist in the preparation of information for yearend statutory audit and EFL reporting, to include the completion of the Football Academy funding applications throughout the season.
- Assist the finance team in the day to day administration of sales and purchase invoicing, cashbook and payments.
- Ensure match day routines are completed including the reconciliation and banking of cash receipts.
- Oversee the credit application process for football customers and also administer new supplier applications for the football club.
- Assist the Group Financial Controller/CFO in the development of reporting, KPI's and help increase efficiencies across the business.
- Perform other duties as required, which are considered relevant to the post and to the objectives of BWFC.
- 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.