



Person Specification

Job Title: Assistant Accountant (Football)

Skills and abilities:

Universal Competencies

- Customer focus
- Effective communication
- Team working
- Personal effectiveness

Technical Competencies [specific to role]

1. Numerate
2. Computer Literate
3. Financial awareness
4. Adaptable and flexible
5. AAT L1/2

Qualifications & Essential knowledge:

Experience in a finance environment with good working knowledge of Purchase Ledger / Sales Ledger and Cash book and demonstrable experience of assisting in the production of management accounts or technical knowledge gained academically.

AAT Level 1 minimum preferred (or working towards) and support to continue study will be considered after the probationary period of employment.

This is a full time role with the majority of the role being based in the University of Bolton Stadium with some flexibility available. Occasionally this will include work on match days at weekend/evening.

Management Competencies:

1. Motivated individual with a desire to achieve results, develop themselves and others and works well in a team environment.
2. Problem Solving – assisting the Group FC and CFO in challenging systems/processes and identifying solutions for improvement.

