



## VACANCY

### **Assistant Accountant 40 hours per week - full 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.

Working closely with the charitable arm of the club, Bolton Wanderers in the Community, the Group is committed to making positive changes to the diverse communities of Bolton.

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

- Prepare and complete month end processes to assist in the production of monthly management accounts; 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.

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](mailto:smitton@bwfc.co.uk)

**Closing date for applications: 5.00pm 19 November 2021**