



## **Finance Assistant**

The Finance Assistant role will be reporting to the Head of Finance and will be involved in a wide-range of financial duties- including administering an in-house payroll- across Sussex Cricket Limited, including the wholly-owned subsidiaries, the Sussex Cricket Foundation and Sussex Cricket Estates Limited.

A team- player, the ideal person will have a successful track record working within a commercial finance function, including payroll experience. Exceptional numeracy skills and a 'can-do' attitude are pre-requisites for the role.

We are looking for a competent all-round Finance Assistant, and as with all roles at Sussex Cricket, the role requires a values-driven and proactive individual who is comfortable working across the business, balancing operational and strategic demands.

The successful person must be prepared to work during home match days.

We are looking for a strong communicator who will work closely with the Head of Finance to fully contribute to the development of the Organisation's finance function across the whole Organisation.

For further information regarding the role, please visit our website at <https://sussexcricket.co.uk/current-vacancies>.

To apply, please send a covering letter setting out how you meet the requirements of the role, with your CV to: Kay Gunn, Head of People at [recruitment@sussexcricket.co.uk](mailto:recruitment@sussexcricket.co.uk)

Closing date for applications: **9am Tuesday 19 March 2019**

**Please note that applications received after this time will not be considered.**

**Strictly no agencies thank you.**



## **Job Description**

Job Title:	Finance Assistant
Reports To:	Head of Finance
Location:	The 1 <sup>st</sup> Central County Ground, Hove
Hours:	Full-time with the requirement to work during some evenings and weekends, during matchdays
Remuneration:	Competitive basic salary plus 25 days' holiday per annum

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### **Role Overview**

Responsible to the Head of Finance for the day-to-day financial administration across the Organisation.

Providing support with various tasks including Payroll, Sage 50 transactions and the preparation of supplier payments and staff expenses.

Deputise for the Head of Finance in his absence.

### **Key Responsibilities and Duties**

#### **Accounting**

- Maintain the purchase/ sales ledger on Sage 50, inputting all supplier transactions
- Ensure all invoices and expenses are authorised and coded correctly, including staff expenses
- Assist the Head of Finance in creating financial reports
- Prepare supplier and staff expenses payments in line with payment policy
- Input all cash transactions and maintain files of cash receipts and payments vouchers
- Reconcile monies for banking
- Record and administer use of company credit card
- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the Head of Finance
- Collect and enter data for various financial spreadsheets
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Provide relevant support to Head of Finance with the annual audit



## **Payroll**

- Prepare and administer the fortnightly and monthly payroll
- First point of contact for staff payroll queries
- Maintain up-to-date payroll records on Sage Payroll
- Ensure that all PAYE and National Insurance procedures are properly accounted for and liaise with HM Customs and Revenue as appropriate

## **Match Days**

- Control of cash handling for all home match day operations; including the production, issue and reconciliation of match tickets
- Produce statistics on match day attendances and gate receipts

## **Other**

- Undertake any training and professional development as and when required
- Any other role-related tasks that the Head of Finance/Chief Executive may deem appropriate
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
- Answers question and provide assistance to stakeholders, customers, and clients as required



## Person Specification

Essential Criteria	
<b>1. Qualifications</b>	
	Ability to demonstrate appropriate proven accounting skills Part-qualified ACCA/ CIMA (preferable)
<b>2. Experience</b>	
	Successful track record of working in a finance function Running an in-house payroll function (ideally, Sage) Experience of designing and maintaining spreadsheets Experience of Sage 50
<b>3. Skills &amp; Knowledge</b>	
	Ability to relate financial matters to a non-finance audience Excellent communication skills at all levels Emotionally intelligent Strong technical skills Recent working knowledge of a payroll system Highly accurate numeracy skills and ability to analyse data Advanced IT skills to include: <ul style="list-style-type: none"> <li>a. Use of accounting and payroll software</li> <li>b. Excel skills and use of Microsoft Office suite</li> </ul>
<b>4. Personal Qualities</b>	
	Commercially astute Articulate Approachable and professional manner Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success An attention to detail Personal credibility Resilient, with the ability to work calmly and politely under pressure, both on own initiative and as part of a team A commitment to own and others' learning A willingness to work irregular working patterns as per the operational demands A team-player who can motivate and inspire others to achieve excellence A professional attitude and appearance A positive approach and a "can-do" attitude Demonstrates empathy A tactful and diplomatic approach A proactive approach to work A commitment to continuous improvement