



Finance Assistant

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

The ideal person will be a team player and will have a successful track record working within a commercial finance function. Exceptional numeracy skills and a 'can-do' attitude are pre-requisites for the role. Credit control and Payroll experience is also beneficial.

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.

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

To apply, please send a covering letter setting out how you meet the requirements of the role, with your CV to: Sam Holder, People Director at recruitment@sussexcricket.co.uk

Closing date for applications: **14 February 2025**



Job Description

Job Title:	Finance Assistant
Reports To:	Finance Director
Location:	The 1 st 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

Role Overview

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

Providing support with various tasks including liaising with our outsourced finance provider on areas of Payroll, Sage 50/Xero transactions and the preparation of supplier payments and staff expenses. Responsible for ensuring customer invoices are raised and collection of all outstanding debt.

Deputise for the Finance Director in his absence.

Key Responsibilities and Duties

Accounting

- Maintain the sales ledger on Sage 50/Xero, inputting all customer transactions
- Liaising with the outsourced provider to ensure all invoices and expenses are authorised and coded correctly, including staff expenses
- Assist the Finance Director in creating financial reports
- Prepare Gift Aid declarations
- 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 Finance Director
- 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 Finance Director with the annual audit



Payroll

- Liaise with the outsourced payroll provider to ensure the payroll is correct and complete prior to payment.
- First point of contact for staff payroll queries

Match Days

- Match and Ticketing sales reporting & reconciliations
- 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 Finance Director/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	
1. Qualifications	
	Ability to demonstrate appropriate proven accounting skills Part-qualified AAT/ACCA/ CIMA (preferable)
2. Experience	
	Successful track record of working in a finance function Running an in-house payroll function (ideally, Sage/Xero) Experience of designing and maintaining spreadsheets Experience of Sage 50/Xero
3. Skills & Knowledge	
	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: <ol style="list-style-type: none"> a. Use of accounting and payroll software b. Excel skills and use of Microsoft Office suite
4. Personal Qualities	
	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