



JOB DESCRIPTION: Accounts Assistant

Department	Finance
Report to	Management Accountant
Contract	Full Time (40 hours pw)
Salary	Starting from £18,500.00
Working Hours	Monday to Friday 9am to 5pm
Primary Location	Swansea.com Stadium, Landore, Swansea. SA1 2FA
Roles and Responsibilities	<p>We're looking for a full-time Accounts Assistant to support our Finance department.</p> <p>Reporting to the Management Accountant, this role will involve the following duties:</p> <ul style="list-style-type: none">• Purchase ledger activities; including the inputting of purchase invoices, creation of purchase orders, and reconciliation of supplier statements.• Cash book maintenance and banking• Sales ledger activities; including the creation of sales invoices and chasing of debtors• General finance related administrative tasks
General	<p>Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR.</p> <p>Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole.</p> <p>To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.</p> <p>To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety</p> <p>Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance, as necessary.</p>
Person Specification	<p>This role is an entry level role, however some experience or prior finance related training (such as AAT) is desirable, but not essential.-</p> <p>The post holder will be required to understand and strictly adhere to the principals of confidentiality. The post holder will also need to have strong attention to detail, be well organised and have a methodical approach to work</p>



We're looking for someone with a can-do attitude that can adapt to changing situations, are able to multitask and have a friendly disposition.

The ability to prioritise workload and proficient IT skills are essential for this post.

Knowledge of working with Microsoft packages are essential to the role.

The closing date for this vacancy will be **Friday 3rd December 2021.**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#)

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview