



JOB DESCRIPTION: Junior Accounts Assistant

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| Department | Finance |
| Report to | Management Accountant |
| Contract | Permanent / Full Time Contract |
| Salary | Annual Salary starting from £20,000.00 |
| Working Hours | Monday to Friday 9am to 5pm |
| Primary Location | Swansea.com Stadium, Landore, Swansea. SA1 2FA |
| Closing date | 4 th October 2022 |
| Roles and Responsibilities | <p>Swansea City AFC is seeking a full-time Junior Accounts Assistant to join its Finance Department.</p> <p>The successful candidate will find themselves working in a rare and relatively unique setting of a professional football club, where they will be challenged every day in a dynamic and supportive environment.</p> <p>The post holder will have exposure to a wide variety of tasks as well as interacting with other departments across the club.</p> <p>Reporting to the Management Accountant and based within an experienced team, 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; and• General finance related administrative tasks. |
| Person Specification | <p>This role is an entry level role; some experience or prior finance related training (such as AAT) is desirable, but not essential.</p> <p>We are more interested in hiring an individual who can demonstrate accuracy and efficiency in their work and has transferrable skills to competently fulfil the role.</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> |



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| | <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.</p> <p>The ability to prioritise workload and proficient IT skills are essential for this post as well as sound knowledge of working with Microsoft software packages.</p> |
| Benefits | <p>The successful candidate will benefit from:</p> <ul style="list-style-type: none"> • 33 days holiday per annum • Complimentary match tickets • Private Medical Insurance and Health Cash Plan • Free onsite Parking • Discount schemes with local partners • Cycle to Work Scheme • Workplace pension scheme |
| 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> |
| How to Apply | <p>If you believe you have the right mix of skills for this position, please complete the Application Form available here or email Jobs@swanseacity.com to request an application form.</p> |

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 individuals from diverse ethnic communities 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.