



JOB VACANCY

JOB TITLE	Junior Accounts Assistant
DEPARTMENT	Finance

RESPONSIBLE TO	Accounts Supervisor
DIRECT REPORTS	NA

SALARY	Competitive
WORKING HOURS	40 hours per week (Mon-Fri)
CONTRACT	Permanent Contract
LOCATION	Swansea.com Stadium

BENEFITS	25 days holiday, plus bank holidays Cycle to Work Scheme Private Medical Insurance & Health Cash Plan 2 x Complimentary tickets Discounted Club merchandise Enhanced Family Leave Payments
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ROLE AND RESPONSIBILITIES

We're seeking a full-time **Junior Accounts Assistant** to join our Finance department. The successful candidate will find themselves working in a rare and unique setting of a professional football club, where you will be challenged every day in a fun and supportive environment. The post holder will experience wide ranging tasks that you will find to be full of variety along with networking with other departments across the club, from the Academy to the First Team, to the Cleaners, we are all one big team at Swansea City AFC.

Reporting to the Accounts Supervisor, this role will involve the following duties:

- Purchase ledger activities; including the inputting of purchase invoices; creation of purchase orders, and reconciliation of supplier statements;
- Cash book maintenance;
- Sales ledger activities, including the creation of sales invoices and chasing of debtors; and
- General finance related administrative tasks.



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PERSON SPECIFICATION

This role is an entry level role; some experience or prior finance and/or administrative experience is desirable, but not essential. We are interested in hiring the person who we can see will fit in well within the existing Finance team; someone who can demonstrate accuracy and efficiency in their work and has transferrable skills to competently fulfil the role.

This is an excellent starter role and opportunity for someone who is at the beginning or considering starting a career in Finance.

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.

GENERAL STATEMENT

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.

SAFEGUARDING & WELFARE

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).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

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.



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HOW TO APPLY

Please complete an Application Form, available [HERE](#).

If you require the application form in an alternative format, please email jobs@swanseacity.com

The closing date for this vacancy will be **Friday 8th August 2025**.

