

 **JOB DESCRIPTION**

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| **TITLE:** | **Finance Apprentice** |
| **CONTRACT TYPE:** | Fixed Term – 2 years |
| **ORGANISATION:** | British Triathlon and Triathlon England  |
| **DEPARTMENT:** | Finance |
| **JOB BASED AT:** | British Triathlon Head office, Loughborough |
| **REPORTS TO:** | Head of Finance |

**POSITION OVERVIEW**

An initial fixed term apprenticeship of 2 years. The candidate will learn all aspects of the main duties of a finance assistant and study for a recognised accounting qualification ie AAT.

To maintain accurate and comprehensive financial records ensuring the integrity of British Triathlon’s financial reporting.

This includes Purchase Ledger input and control, ensuring Suppliers are paid in a timely fashion, Sales ledger management (invoicing and credit control), Petty cash, banking, and maintaining accurate records.

**MAIN TASKS & RESPONSIBILITIES**

OPERATIONAL

* To record receipts and payments, bank cheques and cash, assist in reconciliation of all bank/cash accounts
* To record purchase invoices and expenses, obtain necessary approvals and pay on the due date by preparing BACS, AFEX or cheque payments, ensuring they are signed in accordance with the bank mandate and organisational delegated authority
* Maintain and administer the sales and purchase ledger, including query resolution
* To prepare sales invoices as required, to include regional royalties and course payments
* To implement the organisation’s debtor policy and implement credit control procedures
* To operate a petty cash system
* To prepare Membership, Day Membership, Event registration Income, Age group entry Income reconciliations
* To assist in the management of the purchase order system, including advice and guidance to other staff members
* Prepare monthly summary of mobile phone costs
* To respond to any telephone calls and finance emails, answering promptly courteously, ensuring all enquiries are allocated to the appropriate member of staff
* Maintain an accurate electronic filing system for accounting records
* Maintain and administer the list of approved contractors
* Maintain the organisational corporate credit card account
* Assist in maintenance of direct debit mandates and BACS Reports
* To take card payments over the phone

COMMUNICATION

* To liaise with debtors and creditors as required
* To liaise with Triathlon England and Performance team staff as required

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule.

**PERSON SPECIFICATION**

**FINANCE ASSISTANT**

**RELEVANT SKILLS AND/OR APTITUDES**

*Essential*

* Excellent communication skills – Communicates effectively, clearly and confidently in written, verbal and electronic forms
* Time management
* Well organised and able to prioritise workload
* Strong interpersonal skills
* Able to handle multiple (conflicting) priorities
* Demonstrate strong financial administration skills
* Ability to successfully enforce compliance with policies
* Willingness to learn and to study for a formally recognized accounting qualification

**KNOWLEDGE AND EXPERIENCE**

*Desirable*

* Good working knowledge of the sport of Triathlon
* An understanding of a National Governing Body of Sport
* Knowledge and understanding of diversity and of the effects of discrimination and an ability to ensure anti-discriminatory practice through others
* Working knowledge of Access Dimensions
* Previous financial data entry and reconciliations experience with evidence of daily accounting operations

**EDUCATION/QUALIFICATION SKILLS**

*Essential*

* GCSE or equivalent qualifications in Maths and English
* Computer literate, including Office products, Windows, Databases
* Strong written and oral presentation skills

*Desirable*

* Accounting Qualification AAT or equivalent (or working towards)
* Educated to A Level or equivalent

**PERSONAL ATTRIBUTES**

*Essential*

* Is able to work independently and as part of a team
* Performance orientation, including the ability to set targets and achieve them
* Commitment to responding to customer needs
* Positive approach to dealing with challenging issues
* Treats people with respect
* Diplomatic and able to work with a voluntary elected committee of strongly motivated enthusiastic people
* Protects confidential information
* Adheres to the company’s policies and demonstrates loyalty to the company
* Strong individualist & decision maker with high determination to succeed
* Self motivated
* Creative & innovative worker
* Focused on excellent quality of service
* Continually looks to improve
* Does what’s right – not what’s easy
* Be inclusive
* Customer focussed (internal and external)

**OTHER REQUIREMENTS**

*Desirable*

* Willingness to attend work away days on an occasional basis