

Finance Assistant

Team	Finance
Contract type	Permanent, Full Time, 36.25 hours a week
Job based at	British Triathlon Head Office, Loughborough
Salary	£23,000 - £27,000 a year, depending on experience

Position Overview

Purpose

Our new Finance Assistant will be a key member of our small and friendly Finance Team, entrusted with ensuring the integrity and accuracy of all our essential finance data. You'll be working alongside two experienced accountants who will be able to offer guidance and support when required. You will enjoy working in a process-driven environment which requires a high level of attention to detail.

Key tasks

- Purchase ledger – invoice input and payment runs
- Bank reconciliations
- Company credit card management
- Sales ledger management – invoicing and credit control
- Expenses
- Maintaining accurate, auditable financial records
- Fixed Asset register – issuing new phones and laptops, when required

Relationships

Our new Finance Assistant will report into the Finance Director. The successful candidate will be an integral and valued member of the Finance Team and is likely to thrive through developing and maintaining close working relationships with all teams across British Triathlon.

About you

	Essential	Desirable
Knowledge & skills		
Financial data entry	✓	
High level of accuracy and an eye for detail	✓	
Integrity and an ability to work with confidential information	✓	
Experience		
Working knowledge of Xero		✓
Qualifications		
Would suit Level 2 or 3 AAT – this is desirable, but we are also open to study for the right candidate.		✓

If you're inspired and excited about working at British Triathlon, we'd love to hear from you.