



BE PART OF IT

JOB ROLE:

Finance Assistant

ABOUT US...

British Showjumping is an Olympic Sport and competes under the Team GBR banner at least once a year whether it be at the European Championships, World Equestrian or Olympic Games.

Looking after the sport in Great Britain, as its governing body, British Showjumping formulate the rules and codes of practice under which all affiliated competitions are held. Our purpose is to improve and maintain standards of showjumping, while encouraging members of all standards and at all levels to enjoy fair competition over safe and attractive courses.

British Showjumping has classes to cater for all levels of ability whether individuals simply want to compete occasionally at weekends over a 70cm course or on the global stage.

We manage more than 3,000 shows each year providing a safe, structured and progressive environment for people to enjoy the sport within.



ABOUT THE ROLE



British Showjumping is the governing body for the sport in Great Britain.

We actively encourage the development, participation, and enjoyment of the sport through a national competition and training structure which is beneficial to all.

The **Finance Assistant** will support the Finance Team in providing excellent customer service to all internal and external customers while also securing the accuracy of the organisation's financial position.

The successful **Finance Assistant** will be motivated, well organised, have a real attention to detail, and will work in close support of the Senior Finance Assistant and the Chief Operating Officer.

Salary and Package



Key details

Location: Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG

Working location: office based

Salary: £23 - £25k pro rata

Hours: 35 hours per week

Holidays: 22 days per annum, not including UK bank holidays.

Contract: part time or full time, fixed term contract from May 2023 to January 2024

Benefits: competitive pension plan

KEY ACCOUNTABILITIES



Key elements of the role

As part of the team, you will be responsible for:

- Accurate and timely processing of purchase ledger invoices and payments.
- Accurate and timely processing of credit card expenditure and receipts.
- Accurate and timely processing of cheques, cash and credit card receipts.
- Receiving and verifying staff expense reports and requests for cash advances.
- Timely processing of purchase ledger payment runs within stipulated settlement terms, bank payments and input of bank transactions.
- Ensure bank accounts are reconciled daily and monitor cash flow in accordance with the business needs.
- Accurate and timely raising of sales ledger invoices.
- Credit control chasing outstanding payments and reducing aged debt.

KEY ACCOUNTABILITIES



- Accurate reconciliation of both customer and supplier statements on a monthly basis and liaison with relevant parties to resolve issues & anomalies.
- Monthly reconciliation of Balance Sheet items as required.
- Ensuring Customer, Member and staff queries are effectively dealt with.
- Effective filing and management of documentation and information.
- Accurate and timely recording of financial entries within Sage 200.
- Preparation of ledger reporting in support of the Chief Operating Officer at month end and year end.
- All above duties relative to British Showjumping Training Limited (a related company).
- Providing financial services support to external organisations as required.
- Any other related duties that are within the employee's skills and abilities whenever reasonably instructed, remaining flexible to the needs of the business.

PERSON SPECIFIC



KNOWLEDGE & EXPERIENCE

- AAT qualified
- Experience of working within an Accounts team environment
- Good commercial acumen
- Experience of success of personally liaising with a range of stakeholders
- Awareness and understanding of the membership sector in relation to financial procedures and the management of income and expenditure streams.

SKILLS & ABILITIES

- Excellent administrative skills
- Excellent communications skills, both written and verbal
- Ability to work calmly under pressure and keep to deadlines
- Good IT skills, with strong Excel skills in particular
- Ability to effectively manage multiple projects and meet tight deadlines.
- Working knowledge of Sage 200

PERSONAL STYLE & BEHAVIOUR

- Positive team working and personal impact
- Stakeholder focused with strong attention to detail
- Ability to work independently and as part of a team.
- Reliable, persistent, focused and flexible in both outlook and approach.
- Willing to adapt but also follow procedure.

To apply please send a covering letter with CV by email to yolande.joubert@britishshowjumping.co.uk

Closing date for applications: Midday Thursday 18th May 2023

British Showjumping, Meriden Business Park, Copse Drive, Meriden, West Midlands, CV5 9RG