



Morecambe FC is actively seeking a new Assistant Accountant to join our Finance team and support the Head of Finance in maximising the function of the department and delivering timely and accurate financial information across the business. The role holder will also help manage and coordinate all monetary activities within the organisation, working with the Finance Team in taking charge of tasks such as reporting, ledger maintenance, journal entries and process improvement.

This is an exciting opportunity for the right person to come into a positive and progressive environment and be able to make a vital impact on the Club's ongoing development.

This role will be permanent and full time, 37.5 hours per week, normally worked Monday to Friday.

Opportunities for continued professional development will be provided for the successful candidate.

Summary:

Term: Permanent.

Salary: Competitive, commensurate to experience.

Closing date: 10pm on Sunday 25th February 2024.

To apply: Please refer to the below Job Description and email a completed application form, along with a copy of your CV to recruitment@morecambefc.com

Please also include details of your salary expectations for the role.

Please note – should we receive applications without a completed application form, these will be returned and not considered until the application form is received.

All suitable candidates will be subject to satisfactory references and may require appropriate DBS background checks.



Assistant Accountant

Department	Finance
Reports to	Head of Finance
Contract	Full time, permanent
Hours of work	37.5 hours per week
Remuneration	Competitive commensurate to experience
Holiday entitlement	28 days per annum inclusive of Bank Holidays
Key internal relationships	Head of Finance, Finance Assistant, Club Management Team
Purpose of the role	To support the Head of Finance in maximising the function of the department and delivering timely and accurate financial information across the business. The role holder will also help manage and coordinate all monetary activities within the organisation, working with the Finance Team in taking charge of tasks such as reporting, ledger maintenance, journal entries and process improvement.
Key Tasks & Responsibilities	<ul style="list-style-type: none">• Daily bank and revenue reconciliations.• Processing of expenses and credit cards.• Supervision of sales and purchase ledger.• Preparing and processing journals. Accruals, prepayments, depreciation.• Assisting with completion of month end reporting process including balance sheet reconciliations.• Assisting with budget and forecasting process.• Collating payroll information ready for processing by external payroll bureau.• Responding to queries and requests from internal and external stakeholders.• Ensuring excellent administration and record keeping is maintained.



PERSON SPECIFICATION

	Essential	Desirable
Knowledge & Experience		
5+ Years in an accountancy environment to include journal posting and a sound understanding of a month end process.	✓	
AAT qualified or working towards an accounting qualification.	✓	
Proficient in Microsoft Excel.	✓	
Knowledge and prior use of Xero.		✓
Personal Qualities & Skills		
Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships	✓	
Have a polite and courteous manner and a personable approach	✓	
Enthusiastic and forward thinking	✓	
Can offer solutions to problems, using initiative and common sense	✓	
Willing to work in high pressure situations	✓	
Confident, positive and happy speaking/interacting with people	✓	
Be organised and have good time management skills	✓	
Highly numerate with good attention to detail	✓	
Honest, reliable and trustworthy at all times	✓	
Safeguarding & EDI		
To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
All Employees are subject to DBS checks through the Club	✓	
To behave in an inclusive and respectful way, representing the positive EDI values of the Club at all times	✓	
Other		
A willingness to learn and develop as an individual through CPD	✓	
Applicants must be over the age of 18	✓	

The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures. The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, Employee and customers. The above Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time as per the changing needs of the Club.