

JOB PROFILE

Job Title: Accounts Payable and Finance Assistant	Department: Finance
Reporting to: Finance Manager (Finance)	
Contract type: Six month Fixed Term Contract (from 1 st August 2016). Working hours: Monday to Friday inclusive, 09:00 – 17:00hrs with one hour unpaid lunch break for every day worked. Total of 35 working hours per week.	
Key Purpose of Role: <ul style="list-style-type: none"> To assist the Accounts Payable Manager in ensuring that the Accounts Payable Ledger is accurate and up to date at all times. To assist the Head Cashier in ensuring that the Club's receipts and takings are processed, counted, reconciled and banked promptly. 	
Key Tasks and Accountabilities: <p>Accounts Payable:</p> <ul style="list-style-type: none"> Open and organize all Accounts Payable daily post from suppliers. Ensure that all purchase invoices are stamped, logged promptly in the accounting system and distributed to budget holders for payment approval. Liaison with budget holders to understand any invoice issues and ensure prompt payment approval. Ensure that all supplier statements are reconciled monthly to the Accounts Payable balances in the accounting system. Handle and resolve any day to day queries from suppliers. Mark up and file all paid purchase invoices on a timely basis. Assist the Accounts Payable Manager as required. <p>Cash and Bank Receipts:</p> <ul style="list-style-type: none"> Count cash and reconcile pay in sheets for the following areas: Tavern, Academy Bar, Tennis & Squash, Club Facilities, Bowlers Bar, Staff Canteen, Shop and Online Retail, Membership, Scorecards, Cricket Academy and Club Events. Preparation of weekly banking sheet to include the reconciliation of all cash and banking receipts and scanning of all cheques received. Prepare and post sales batches via the Accounts Receivable Ledger into the accounting system for all the pay in sheet areas. Post daily credit card receipts from the bank statements to the Funds Receivable Control Accounts in the accounting system. Monthly reconciliation of the Funds Receivable Control Accounts for all areas. Preparation of floats for staff canteen and bridge society. Assist the Head Cashier as required. <p><i>This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.</i></p>	

Variations of job relating to Major Matches:

- Any other duties as required whether in the Department or elsewhere around the Ground.
- Attendance at all Major matches with extended hours as appropriate.
- Wearing of any required uniform.

Health and Safety:

- At all times to be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- To communicate necessary H & S information to visitors/customers.

Values and Behaviours:

- Have a positive and proactive approach to all elements of the role.
- Take responsibility for own actions and outputs.
- Be respectful to all staff and visitors.
- Actively promote team work by supporting others and sharing knowledge.
- Deliver high quality work/service in a timely way.

Person Specification: Skills & Qualifications, Experience, Attitudes & Competencies:**Essential:**

- To be able to work accurately and efficiently with attention to detail.
- To have intermediate level of MS Office skills particularly Excel.
- To be able to demonstrate honesty and reliability in handling cash.
- Understanding of basic accounting principles (double entry accounting, VAT etc).
- Prior experience of working in a Finance Office environment whether in Accounts Payable, Receivable or Cashiering.

Skills:

- Ability to work collegiately with different operational teams and individuals.
- Ability to prioritise and work with large volumes of data.
- Ability to problem solve and resolve queries with suppliers in a professional manner.
- Able to quickly build trust and maintain relationships.

Desirable:

- Experience of working with MS Dynamics (Great Plains).
- Experience of working with EDI and electronic purchase systems.

Written by: David Chubb**Date:** July 2016**Accepted by:****Date:**