



## Job Title: Finance Assistant

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**Hours of work:** 35 per week

**Salary:** £18,000 + benefits

**Location:** Millwall Football Club, The Den, Zampa Road, London SE16 3LN

**Responsible to:** Assistant Accountant

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### Role Summary:

An exciting opportunity has arisen for a finance assistant to develop and learn at a leading London Championship football club and play a key role within the finance department.

The successful candidate will be responsible for maintaining the day to day accounts receivable and payable ledger, as well as working with the assistant accountant on cashbook and bank account reporting. The role will also include working internally to ensure controls around cash are maintained and supporting some of the match-day departments in collating and reporting cash receipts, as well as credit control activities with customers to ensure all invoices are collected in a timely manner.

The Club is keen to attract driven and motivated applicants, who will thrive in a fast-paced business environment and are looking to develop a career working in finance. Relevant training will be provided, and there is an opportunity to study for relevant accounting qualifications.

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### Key Responsibilities:

The role includes, but is not limited to:

- Maintain, prepare and post customer invoices and credit/debit memos ensuring careful accuracy and precision.
- Monitor customer account details for non-payments, delayed payments and other irregularities and ensure the business units are kept informed and appropriate action taken.
- Assisting the management accountant and assistant accountant with month-end and year-end processes, including provision of information to auditors.
- Validate all supplier invoices for appropriate documentation, coding and approval prior to payment, both via SAP Concur and SAGE line 50
- Manage supplier invoices in accordance with company payment terms and invoice due dates.
- Input and upload supplier payment batches and management of fortnightly payment runs.





- Monthly supplier statement reconciliations for the largest supplier accounts.
  - Monthly accounts payable control account reconciliation.
  - Cash counting and monitoring with the assistant accountant, including
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### **Required Skills:**

- Computer literate and general office skills
  - Strong Microsoft Excel skills are desirable
  - Use of a finance system for transaction processing would be desirable, and a working knowledge of SAGE Line 50 and/or SAP Concur would be advantageous
  - Money handling experience
  - Accuracy and attention to detail
  - Ability to communicate effectively and professionally with customers and colleagues
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### **Personal Skills:**

- Trustworthy, conscientious and reliable person
  - A calm, patient and professional manner
  - Good organisational skills, accuracy with a high level of attention to detail
  - A pro-active nature
  - Ability to use self-initiative as well as work within a team
  - Excellent time management skills
  - Ability to work to deadlines and manage your own workload, and take initiative for your area of responsibility.
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### **Hours of work:**

You will be required to work 35 hours per week and you will be expected to work as reasonably required to fulfil the needs of the business.

### **How to apply:**

To apply, please send your CV and covering letter to [recruitment@millwallplc.com](mailto:recruitment@millwallplc.com)

Due to the quantity of applicants expected, only those short-listed will be notified.

**Closing date for applications:** Wednesday 8<sup>th</sup> September 2021.

### **Other info:**

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.





Millwall Football Club are fully committed to equality, diversity, inclusion and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

