**Issued February 2022**

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**JOB DESCRIPTION**

Job Title: Sage Book-Keeper & Accounts Officer

Reporting to: Chief Executive Officer

**Job Purpose**

1. To offer a business-critical end-to-end service that administers and handles all invoices, payments, book-keeping, banking, reconciliations, payroll (payroll services outsourced) and associated administration.
2. To provide customer service internally to resolve accounting queries
3. To support the CEO and senior management with finance reports from Sage

**Specific Responsibilities**

* All round book-keeping to ensure invoices (in & out), income and salary information is recorded on a monthly basis.
* Record Budget information
* Produce monthly management accounting and any ad hoc reports for Senior Management.
* Ensure Bank Accounts are reconciled on a monthly basis.
* Maintain, and update as appropriate, master monthly payroll spreadsheet to provide the monthly payroll data to outsourced suppliers.
* Check and authorise monthly payroll data provided by outsourced supplier.
* Analyse and post Payroll data onto SAGE on a monthly basis.
* With the help of budget holders, ensure all invoices are coded accurately and use On-Line Banking system to pay invoices in a timely manner.
* Liaise with bank on any banking system issues.
* Use Webexpenses system to post staff monthly expense claims onto SAGE.
* Liaise with Webexpenses to resolve any staff issues with the system.
* Use ECB ‘CVENT’ system to code and record on-line payments for Coach Education courses and Regional coaching activities.
* Reconcile CVENT system to payments received on the company current account.
* Use Scottish Widows ASSIST system to record monthly pension data provided by payroll company.
* Ensure Pension Data file is up to date with regards staff personal details.
* Liaise with Scottish Widows to resolve any staff pension queries.
* Liaise with CEO and Finance Director with regards to Board & Finance Sub-committee reporting.
* Liaise with Accountancy company on any queries and management reports
* Liaise with External Auditors

**Skills / Experience:**

* Experience of Sage is essential; ideally Advanced Book-Keeping and report generating.
* Significant experience of all round book-keeping, reconciliations, invoice coding, payments, pensions and payroll (administration) is essential.
* Ideally Finance eg AAT qualified.
* Experience of dealing with auditors
* Experience of a digital/app-based expenses system would be desirable but not essential.
* An experience of working in sport, especially cricket, would be advantageous but is not critical.

**Attributes**

* Attention to detail is the most critical skill in this role
* Good customer service skills will be required as this role will involve internal and external query resolution.
* The successful candidate will be a self-starter and be motivated to work independently
* Welsh language skills are desirable, but not essential.
* An interest in or understanding of cricket would be helpful but is not essential.

Remuneration

This role is 3 days per week and attracts a salary of up to £22,000 (pro rata)