



Gloucestershire Football Association

Part Time Accounts Administrator

37.5 Hours per fortnight (3 days + 2 days)

Salary: Up to £7250

Gloucestershire Football Association is seeking to recruit an Accounts Administrator to provide administrative support to the Finance Director and to Football Operations.

This new role is based at the County FA office in Almondsbury, Bristol and the key responsibilities will include:

- Maintaining and processing all items to the accounting system (Sage)
- Processing weekly advices of Internet Banking payments to recipients
- Raising cheques for signature
- Processing cheques received and pay into Bank.
- Tracking, recording and processing all Cardnet payments
- Monitoring and following-up outstanding invoices
- Sorting and maintaining records for annual audit
- Generating financial reports and analysis
- Processing football operations data and enquiries

To be successful you will have previous experience in an Accounts environment and have a good knowledge of bookkeeping procedures. You must be able to work in a busy team, but also be able to demonstrate the ability to work unsupervised. Candidates should also have excellent communication and IT skills and a basic understanding of VAT.

To apply, please send a CV and covering letter with details of your current salary, marked 'Private and Confidential' to Chris.Lucker@GloucestershireFA.com

Closing date: 16 July 2010

Interviews will take place on 27 July and the successful candidate should be able to take up the post by 06 September 2010.

Please note that we are only able to contact short-listed candidates due to the large number of applications we generally receive. If you have not heard from us by 27 July it means that unfortunately, you have not been successful on this occasion.

Criminal Records Bureau Disclosure

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an Enhanced Criminal Records Bureau Disclosure, to ensure their suitability for the role.

Gloucestershire FA is committed to equality of opportunity and welcome applications from all sections of the community.