



Job Title:	Finance Assistant
Department:	Finance
Reporting:	AP/AR Manager
Location:	27GWR
Salary:	Competitive

Background

Brentford Football Club is a Premier League football club based in the London Borough of Hounslow. The Club was founded in 1889 and has been through a period of great change in the past year. Brentford moved to a new, 17,250-seater stadium with outstanding facilities for fans, broadcasters, corporate guests, and the community in the summer of 2020, having previously played at their historic Griffin Park home for 116 years.

At the end of the first season in the new stadium, Brentford won promotion to the Premier League. The Club's first season in the top flight of English football since 1947 will start in August 2021. Promotion and a move to a new stadium are parts of a longer-term vision that aims to see Brentford FC sustain top level football on the field and ensure that the Club is sustainably run off the field.

Situated next to the M4, the new Brentford Stadium is at the centre of the Brentford East redevelopment scheme, which includes the construction of more than 900 new homes, a new purpose-built location for Brentford FC Community Sports Trust, and a public square with shops and cafés. Brentford FC plays a very active role in its local community.

The Club is a four-time winner of the EFL Community Club of the Year Award and is the only professional football club in the UK with a Business in the Community and Community Mark Award. In total, Brentford FC Community Sports Trust delivers more than £13 million of social benefit to the West London area.

The Role of the Finance Assistant

To carry out daily transactional finance tasks underpinning the finance function under the guidance of the AP/AR Manager.

Main Accountabilities

Accounts Payable

- Daily monitoring and rectifying of automated invoice upload issues to iDocs/SAP
- Daily monitoring and resolution of supplier queries
- Schedule weekly payments in accounting system and bank based on due date
- Assist wider business with purchase order creation, approval and follow-up



- Assist with new supplier creation checks including verification of bank and contact details
- Liaise with suppliers on missing invoices and other transactional errors
- Periodic reconciliation of supplier statements
- Create direct debits and standing orders as required
- Processes expenses
- Maintain a master schedule of all suppliers that includes service provided by supplier, payment method, etc.

Bank

- Daily bank reconciliation and processing of transactions in SAP
- Scheduling and loading of weekly payment run
- Ad-hoc payment creation in SAP

Accounts Receivable

- Creation of invoices as advised by business partners
- Reconcile bank receipts to invoices

Management Accounts

- Complete Bank balance sheet reconciliation for AP/AR Manager
- Complete other non-complex balance sheet reconciliations

Other Duties

- Maintenance of master supplier list, direct debit and standing order lists
- Consistent update of player accommodation document and associated suppliers
- Answer general finance department calls/e-mails and respond or direct to the relevant member of the team
- Assist with the preparation of statutory accounts and relevant audit support when appropriate
- Ad hoc finance department tasks such as mail distribution, banking, reviewing contracts

General Club Accountabilities

- To ensure compliance with all relevant Club policies, including health and safety policies and with specific reference to the data regulations (GDPR and PECR)
- To ensure compliance with all Club and regulatory requirements related to safeguarding, and to ensure the Club's safeguarding processes are followed in the event of any safeguarding concerns.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC
- To keep confidential any information gained regarding the Club and its personnel
- To maintain a flexible approach to work at all times



Person Specification - Essential Personal Characteristics

- Awareness of month end procedures and the purpose of these
- Team working skills are essential
- Desirable IT skills to include use of Microsoft Office with a high level of Excel knowledge
- High level of accuracy and attention to detail
- Ability to work under pressure in a fast-paced environment
- Experience of supplier activities preferable
- Excellent communication skills
- Enthusiasm

Person Specification - Desirable Characteristics

- Familiarity with SAP and iDocs or similar P2P systems
- An interest in sport/football
- Be able to plan and organise both familiar and new tasks (pro-active mindset)
- Able to use problem solving approach to respond appropriately to a wide range of enquiries
- Flexible approach to work (teamwork is key)

To Apply

Submit your CV and Cover Letter to the link below by Friday 13th May 2022:

<https://hr.breathehr.com/v/finance-assistant-22889>

Please ensure you attach your CV and Cover letter to the application - any applications without attached documents will not be considered.

Please note: Only those candidates selected for interview will be contacted and only those candidates who meet the essential criteria for the role will be considered.

If you do not hear back from us within two weeks post application closing date please assume you have been unsuccessful. Due to the volume of applications received we are unable to get back to all applicants.

We aim to be an inclusive and diverse Club, therefore, it would be great if you could spend a couple of minutes to complete our Equality and Diversity Monitoring

Questionnaire using the link below:

<https://forms.office.com/r/yvTE3Ua2vG>