IT & Finance Assistant

Temporary Contract June - September 2021

Derbyshire County Cricket Club

Derbyshire County Cricket Club is looking for an enthusiastic assistant to provide exceptional and reliable IT and Finance support to the Finance team on match days.

Duties & Responsibilities

- Providing technical support for systems and scanners
- Preparing payment devices for match days, conferences and events
- Reconciling takings, from match days, conferences and events
- Preparing tickets for match days
- EPOS system back office management
- Stock Management Reporting
- Setting up EPOS and tills on matchdays
- Ensuring all ticket scanners are working correctly in advance of matchdays
- Various other accounting & administration tasks as and when required
- Operating and setting up new digital scoreboard

Skills & Experience

- Experience of software and hardware
- Microsoft Office Excel skills
- Highly numerate
- Quick learning and problem solving
- An academic background in IT, finance or business studies
- Excellent verbal and written communication, organisation and co-ordination skills.
- Organised and methodical in their work.
- Team player.

What we can offer you

25 days paid holiday (pro-rated)

Two complimentary tickets to every Derbyshire CCC match

£12.50 per hour

What you should do to apply

Interested candidates should email an up to date CV and covering letter to jobs@derbyshireccc.com

The closing date for applications is **20 May 2021**