



## **Finance Assistant**

**Part Time – 21 hours a week**

**Derbyshire County Cricket Club**

Derbyshire County Cricket Club is looking for an enthusiastic Finance assistant to provide exceptional and Finance support to the Finance team at a Professional Sports Club.

### **Duties & Responsibilities**

- Reconciling takings, from match days, tickets, conferences and events
- EPOS system back office management
- Stock Management Reporting
- Raising sales invoices
- Processing purchase invoices
- Dealing with supplier queries
- Chasing payments
- Setting up EPOS and tills on matchdays
- Assisting with HR/payroll
- Assisting with monthly management account preparation
- Various other ad hoc accounting & administration tasks as and when required

### **Skills & Experience**

- Experience of Accounting Software, ideally Sage.
- Microsoft Office Excel skills
- Highly numerate
- Quick learning and problem solving
- Experience of working in Finance or an academic background in 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

### **What you should do to apply**

Interested candidates should email an up to date CV and covering letter to [jobs@derbyshireccc.com](mailto:jobs@derbyshireccc.com)

The closing date for applications is **20th July 2021**