

Job Description: ASSISTANT ACCOUNTANT

Context

GB Taekwondo is a High-Performance Company, established in 2002 to develop a Taekwondo 'World Class Programme (WCP)', designed to realise the potential of the nation's most promising Taekwondo athletes in major international competition including at the Olympic and Paralympic Games. Over the last 20 years the organisation has established a world leading Taekwondo combat pathway, that has supported athletes to achieve 10 Olympic and 4 Paralympic medals.

Building on the success of the Paris Games, and following a post Games review, GB Taekwondo is ready to write the next chapter in its history. With an athlete cohort spanning multiple generations, and with different combat training origins, this unique organisation is looking for an all-round Assistant Accountant to join its finance function. As a credible high performance sports with grant income increasing by 26% in the LA cycle, this is an ideal opportunity for you to join and grow with us now, as we continue to maintain and shape a successful future for these athletes and future generations.

Taekwondo is one of the most culturally diverse sports in the Games programme, with international competition being contested by over 200 nations, and with a rich history still shaped by the sports origins in Korea. As these nations become increasingly sophisticated in targeted medal success, GB Taekwondo is looking to meet this challenge head on, finding new competitive advantage, bringing through the next generation of champions and writing the extraordinary story of their journey through this dynamic sport.

About the post:

Job Title:	Assistant Accountant
Location:	Manchester M40 (on-site car park for staff)
Salary:	Up to £35,000 per annum (depending on experience) 25 days holiday 8% Employer pension contribution for eligible employees Life assurance
Hours:	39 hours
Term:	Full time, Hybrid working
Closing date:	26 th March 2025

GB Taekwondo is looking to appoint a proactive Assistant Accountant who will drive the day-to-day financial operations. You will be pivotal to maintaining its strong accounting records, and will be involved in all accounting tasks, from ledger maintenance, bank reconciliations, month end, VAT returns and the financial audit. You will be a key point of contact for other departments on accounting and financial matters.

This job requires enhanced criminal records check and written reference(s).

Job Description: ASSISTANT ACCOUNTANT

Job Purpose:

The Assistant Accountant will have accountability for the day-to-day operations of the finance function, month-end controls and assist in the preparation of the monthly management accounts. Working in a dynamic environment, the objective of this role is to provide professional support to the Director of Finance & Governance in maintaining an effective & efficient finance function with a high level of accuracy.

Person Specification:

- Proven track record in an accounts department with 3+ year of relevant experience
- Qualified AAT or part ACCA/CIMA qualified
- Good computer skills and a sound knowledge of Microsoft office applications, mainly excel and outlook.
- Good knowledge of sage or a similar accounting software
- A reliable and trustworthy candidate
- Holds a good work ethos
- Consistently pays close attention to details
- Good communication skills (both verbal and written)
- Excellent organisation skills
- Excellent time management
- Good problem solver
- Focused on outcomes & is a proactive individual
- Good team player

Main responsibilities:

- Sage accounts bookkeeping
- Sage ledger maintenance – nominal, creditors & debtors
- Raise monthly intercompany invoices
- Monthly bank reconciliation and controls
- Manage & prepare monthly journals – transfers, accruals and prepayments
- Support the preparation of monthly consolidated Statement of Financial Position
- Support the preparation of monthly consolidated Profit & Loss accounts.
- Support the preparation of monthly Budget vs Actuals
- Support the preparation of monthly consolidated management accounts
- Prepare the quarterly VAT returns.
- Assist with cash flow forecasting & treasury activities
- Be involved in the preparation of the yearend statutory accounts and financial audit
- Check purchase orders are submitted and approved

Job Description: ASSISTANT ACCOUNTANT

-
- Check supplier invoices are approved and submitted to finance on a timely basis for processing
 - Ensure asset acquisitions forms are completed and returned to the Finance department where applicable
 - Collaborate with the outsource payroll company
 - Set up bank payments on NatWest bankline for authorisation
 - Set up/amend standing orders and/or direct debits where applicable
 - Manage foreign currency payments with our appointed foreign exchange broker
 - Banking – pay in cheques and/or cash when required
 - Collaborate with the Logistics Team to manage expenditure reconciliations for overseas travel expenditure
 - Monthly reconciliation of all foreign currency held
 - Spot check staff expense claims
 - Manage company card statements & collaborate with card holders to ensure monthly reconciliation is correct and returned on a timely basis
 - Collaborate with the Logistics Team to manage the company prepaid expense cards & monthly reconciliations
 - Collaborate and resolve day-to-day finance queries with all stakeholders
 - Support the control and improvement of our financial systems and procedures where possible for greater efficiency
 - Where applicable, communicate the organisation's financial policies and procedures to all employees e.g. expense policy

The above is not regarded as exclusive or exhaustive as there may be other duties and requirements which the incumbent may be required to perform from time to time.

How to apply:

Submit CV and covering letter to garry.adams@gbtaekwondo.co.uk