



in the  
**community**  
*One Club, One Community, One Town*

## Job Advert – Finance Administrator

We are a growing sport for development charity based in Bolton that offer employees the chance to deliver work that makes an impact alongside colleagues who share a mutual passion for improving people's lives and help to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcome for our beneficiaries.

We are looking for a Finance Administrator to work alongside the Finance Manager to ensure timely and accurate production of management accounts, executive summaries, funding reports, budgets, forecasts and cashflow using MS Excel and Sage 50. The role requires 20 hours per week which can be worked flexibly, depending on the needs of the successful candidate.

The pay range we are offering is £10,500 - £12,000. Initially on a 1 year fixed term contract pending future funding.

**The Location:** Bolton Wanderers in the Community (BWitC) is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook retail park is adjacent to the stadium which offers an abundance of options for lunch.

### Why Should You Apply?

- Work for a forward thinking, progressive charity that makes a positive impact on people's lives.
- Great benefits including one Bolton Wanderers Season Tickets, Health and Pension Package, a Commitment to CPD opportunities to staff, free staff parking onsite.
- We are committed to ensure that staff have a strong work life balance.

**An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by Friday 10<sup>th</sup> June 2022 9am:**

[jmills@bwitc.org.uk](mailto:jmills@bwitc.org.uk)

For an informal discussion on the role or for more information please call 01204 673790.

## Job Description

**Responsible to:** Finance Manager

**Responsible for:** None



**in the  
community**  
*One Club, One Community, One Town*

#### **Main duties and responsibilities:**

The overall aim of the role is to assist the Finance Manager to maintain accurate financial records

- Be responsible for Petty cash.
- Create and update spreadsheets
- Manage accounts receivable and payable
- Process day to day financial transactions
- Ensure invoices are posted to the correct department and fund and authorised by the appropriate manager
- Update the cashflow forecast on a regular basis highlighting any areas of concern
- Identify and address account discrepancies
- Inputting and amending information on Sage 50 accounting systems
- Generate reports upon request from Sage 50
- Banking in a timely manner
- Liaising with various departments chasing for information and fact finding
- Process monthly bank reconciliations
- Ensure financial records are filed correctly and archived in line with company procedures
- To be an ambassador of BWitC by supporting us in creating a connected Bolton without disadvantage offering excellent customer service at all times and upholding the professional image of BWFC and BWitC.
- To represent BWitC at relevant activities/events
- To perform other duties as required, which are considered relevant to the objectives of BWitC

## Person Specification

#### **ESSENTIAL CRITERIA**

##### **Qualifications:**

- AAT Level 1
- GCSEs or their equivalent in maths and English in grades 9-4 (A\*-C).

##### **Ability and Skills:**

- Excellent written and verbal communication skills
- Attention to detail
- Organisation, planning and record keeping skills
- IT skills and a knowledge of Microsoft Office programmes, in particularly an advanced knowledge of MS Excel
- Knowledge of creating and generating reports from Sage 50
- A passion to strive for continual improvement and a commitment to delivering a quality service

##### **Experience**

- Experience of using Sage 50
- Experience working in the charity sector
- Experience working in a finance position

##### **Special Attributes**



in the  
**community**  
*One Club, One Community, One Town*

- Ability to use initiative.
- An understanding of safeguarding policies and procedures
- A flexible attitude to working and willing to work evenings and weekends when required
- Commitment to development and willingness to undertake training where necessary
- Commitment to Bolton Wanderers in the Community's vision, mission, values and behaviours.
- An understanding of equality, diversity and inclusion policies and practice

**DESIRABLE CRITERIA**

- AAT Level 2 or equivalent
- To be able to interpret and analyse data.
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover

Bolton Wanderers in the Community is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our workplace.

This Post will be subject to a DBS Disclosure and two acceptable references

**Additional Benefits**

- 1 x BWFC season tickets (subject to passing probation period)
- Access to UK Healthcare health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

**Date prepared: 24/05/2022**