



THE QUEEN'S CLUB

Job Title: Accounts Assistant – Purchase Ledger

Purpose: Provide an efficient and accurate purchase ledger process supporting the accounts team where required and delivering a friendly and professional service across the Club. To help support and build the reputation of The Queen's Club as the finest racquet sports club in the world.

Reports to: Financial Director

Key Liaisons: Members, Club guests, visitors, management and staff

Key Responsibilities:

Purchase Ledger:

1. Check coding of all invoices, liaising where necessary with managers, to ensure authorised prior to input.
2. Accurately input/scan invoices onto Sage on a daily basis
3. Reconcile supplier statements and where required deal with supplier queries in a friendly and professional manner.
4. Daily End of Day banking process, reconciling the credit/debit card reports and reporting any variances to department managers.
5. Post direct debit payments from Bankline onto Sage on a daily basis.
6. Prepare twice monthly payment runs to suppliers
7. Providing timely and accurate financial information to budget holders and senior managers
8. Assist in preparing for the year end audit of the purchase ledger and fixed assets.
9. Deal with and resolve auditor queries on purchase ledger
10. Maintain accurate, tidy and readily accessible files of all information as required
11. Provide holiday cover across the accounts department as required
12. Any other ad hoc projects and duties as required

General Skills and Individual Attributes:

1. Minimum one year experience
2. Experience with Sage 200 would be advantageous
3. Excellent time management skills with the ability to work to deadlines
4. This role will require an exceptional level of attention to detail, excellent written and spoken English.
5. Must be a flexible, pro-active and a self-starter able to work on own initiative and without close supervision
6. Fast learner to understand Club software systems (Jonas) such as epos, stock, membership, sales ledger and booking systems.

Health and safety:

1. Work within the statutory health and safety requirements generally. Reporting any issues of maintenance and health and safety within the department or as seen across the Club to the Maintenance Manager or Financial Controller to ensure required safety standards are met.
2. Work safely at all times adhering to Manual Handling Regulations.

General Requirements:

1. Make suggestions and recommend any improvements regarding the Club to the Financial Controller.
2. Assist where possible and where asked by the Financial Controller/Finance Director.
3. Help control costs wherever possible.
4. Attend internal meetings as required.
5. Conduct all aspects of your work and behaviour in line with the values of The Queen's Club.

If you have the skills required and would like to join our team working with people who are passionate about delivering a high level of service then please submit your C.V along with a cover letter to recruitment@queensclub.co.uk

Please note that by applying for this vacancy you accept The Queen's Club Recruitment's Privacy Policy and GDPR Policy which a copy can be obtained from HR and therefore give us consent to contact you.