



British Ski and Snowboard Part Time Finance Administrator

JOB DESCRIPTION

Job Title: Finance Administrator

Reporting To: CEO

Location: 60 Charlotte Street, London, W1T 2NU and home working

Position Type: Part Time (up to 20 hours per week)

Start Date: September 2017

Scope:

To assist the CEO in all financial matters relating to British Ski and Snowboard including processing all accounts receivable, accounts payable and coach and volunteer expenses.

Key Responsibilities:

- Assisting the CEO with month end reports
- Creating, sending, chasing invoices to BSS stakeholders e.g athletes, suppliers
- Receiving, filing, and paying invoices
- Processing coach and volunteer expenses – approx. 50 people
- Managing the Athlete Performance Awards claims and reimbursement
- Processing weekly cashlist, itemizing income and expenditure as per bank statement, filing appropriately
- Recording income and expenditure and reconciling with bank account on a weekly basis

Key Challenges in Delivering the Role:

- Demanding client base
- Short timescale to meet deadlines

Relationships and Interfaces:

Working alongside the Performance Support Team and the CEO of British Ski and Snowboard. External relations with all coaches/staff of BSS, sponsors, team athletes



and their parents. Various service providers - FIS, UK Sport, British Olympic Association.

Person Specification:

Essential	Desirable
<p>Skills:</p> <ul style="list-style-type: none"> • Confident using IT and Microsoft packages • Excellent knowledge of Microsoft excel and ability to utilise much of its functionality • Good Interpersonal skills • Project management skills • Time management • Good written and verbal communication <p>Qualifications: Educated to at least A Level</p> <p>Experience: Meeting deadlines successfully</p> <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Organised • Good Interpersonal skills • Calm; ability to work under pressure • Positive Attitude • Supportive • Uses initiative • Ability to build and maintain relationships • High attention to detail • Commitment to safeguarding children • Commitment to equality of opportunity 	<p>Skills: Speaks another language</p> <p>Knowledge: Interested in Skiing and Snowboarding Accounting</p> <p>Qualifications: Graduate</p> <p>Experience: Meeting deadlines successfully Previous book keeping or financial management</p> <p>Personal Qualities: Sporting background - preferably in Skiing or Snowboarding</p>

BSS is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicants, employees, workers, office holders, volunteers, participants or members (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics").





BSS takes its responsibility for safeguarding all children and young people seriously. This role involves working closely with children and you will be required to provide references and have a satisfactory DBS completed prior to appointment. Having a criminal record will not necessarily preclude you from working with us; this depends on the nature of the offence/s and our risk assessment

If you wish to be considered for this role, please email or post your CV and covering letter to Sophie Morrison, Olympic Team Manager, at sophie.morrison@teambss.org. or British Ski and Snowboard, 60 Charlotte Street, London W1T 2NU.

Closing Date: Wednesday 12th July 2017

Interviews will take place at the BSS offices w/c Monday 24th July 2017.

