



COMMUNITY
SPORTS
FOUNDATION

Job information pack

ASSISTANT
MANAGEMENT
ACCOUNTANT

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

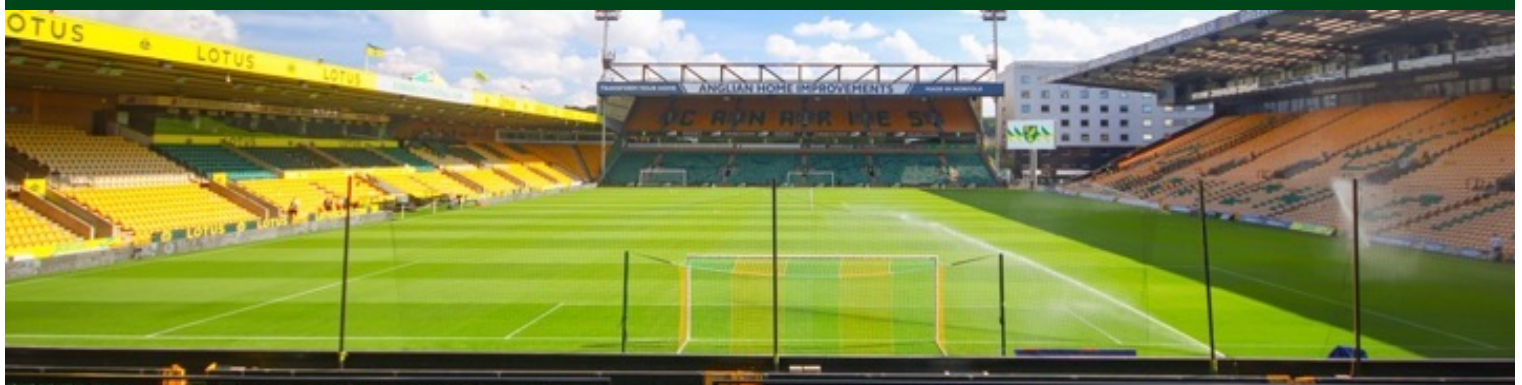
How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: Assistant Management Accountant

Salary: £25,000 – £28,000 + benefits & incentive scheme

Contract Type: Permanent

Line Manager: Finance Manager

Objectives

- Assist with the production of accurate and timely finance reports, to aid decision making within the Foundation and Nest.
- Assist with the day-to-day operations of the core finance functions, including purchase and sales ledgers.
- Support the Finance Manager by ensuring the management accounts are produced accurately and in a timely manner.



ROLE SPECIFIC RESPONSIBILITIES

Account Management and Payments

- Ensuring the accuracy and timely input of sales and purchase invoices onto the finance system
- Assist with preparation of the monthly payment run.
- Preparation and posting of journals in line with the month end process.
- Preparation of monthly journals in relation to credit card, prepaid card and fuel card purchases.
- Perform regular bank reconciliations, accurately resolving discrepancies in a timely fashion.
- Reconcile the income received from online booking systems and payment platforms.

Auditing and Compliance

- Assist the Head of Finance during the annual audit, including providing evidence when requested for the external auditors.
- Ensuring compliance with all financial regulations and standards

Stakeholder Relationships and Collaborative Working

- Work as part of a team to achieve the finance department KPI's and business goals.
- Collaborate with other departments by actively educating and answering queries.
- Ensure that good communication is maintained with suppliers and other stakeholders, regarding invoice queries, payments and ad-hoc requests.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Qualified or studying towards AAT		✓
Strong understanding of finance systems/software	✓	
Experience of preparing management accounts		✓
Understanding of payroll processes		✓
Strong analytical skills and attention to detail	✓	
Experience with data analysis and variance reporting		✓
Excellent IT skills, including Microsoft Office Suite	✓	
Experience of working as part of a finance team		✓
Knowledge of charity accounting requirements		✓
Excellent communication and organisational skills	✓	
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to enhance own professional development	✓	
Integrity – Always work in line with the Foundation’s values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The Assistant Management Accountant role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Finance Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, the role will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Access to free kids' courses
- 30-minute wellness workout included in daily working hours
- Canaries retail store, Yellows Bar & Grill and Delia's restaurant staff discounts
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme

*Dependant on job role and/or contract type





OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth

Integrity

Belonging

Resilience

Pride

Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 26th November 2024

Interview Dates: On request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



csfmailbox@norwichcitycsf.org.uk



01603 984000