

Job Description:

Finance Assistant - BHAFC



Function:	Commercial – Sodexo Live!
Position:	Finance Assistant
Job holder:	
Date (in job since):	
Immediate manager :	Finance Manager
Additional reporting line to:	
Position location:	Brighton & Hove Albion Football Club

1. Purpose of the Job

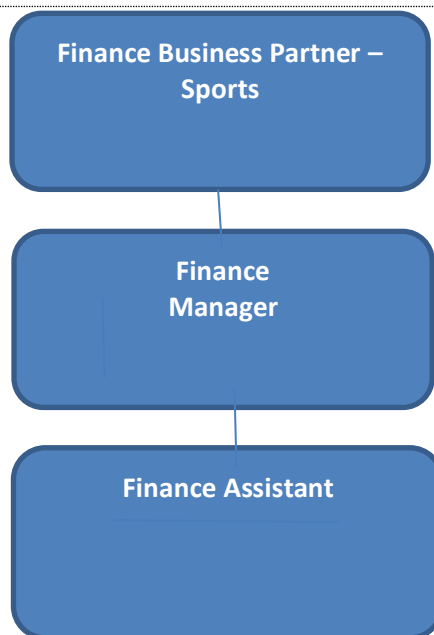
- To ensure that all transactional reporting incorporating supplier invoices and daily revenue reconciliation is processed in line with local and regional deadlines.
- To assist the site Finance Manager in the running of the onsite finance function in compliance with company guidelines / policy.

2. Dimensions

Revenue FY:23	EBIT growth:	Growth type: organic	Outsourcing rate:	N/A	Region Workforce	N/A
	EBIT margin:		Outsourcing growth rate:	N/A	HR in Region	N/A
	Net income					
	growth: N/A					
	Cash conversion:	N/A				
Characteristics						

3. Organisation chart

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4. Context and main issues

To assist the site Finance Manager in the delivery and production of accurate weekly and monthly KPIs and management accounting information. Ensuring compliance and effective controls are applied and maintained at all times; Deadlines are met in line with group policy, and to provide effective finance and administrative support and become an integral part of both the local finance and site operational team.

Main issues:

Changing deadlines due to match schedules.

Lack of information from operational team

Liaison with central functions in Porto

5. Main assignments

- Record, process and reconcile the card revenues at the Amex Stadium on a daily basis, via the Summary of Incomes Received (SOIR's) across all profit centres.
- Process the daily trading's above, together with all supplier and EDI Invoices, stock Information etc. into EprophIT (or other system as required by company procedure) on a daily basis ensuring weekly deadlines are met in line with regional and national targets.
- Update and maintain the site Commitment Register ensuring it is reconciled on a weekly basis and that, at month end, all accruals are accurately recorded for entry into the P&L.
- Assist with all supplier and client queries and work with the central BSS team to resolve all issues quickly and effectively.
- Assist with the preparation of all matchday, C&E spreadsheets, concession invoices etc and reconciliation of such funds thereafter.
- Post-match, assist the Finance Manager in publishing the declared takings across all areas to the client, operational and regional teams.

- Assist the site Finance Manager in ensuring the site is PCI compliant in respect of all credit and debit card transactions.
- In line with weekly and month end deadlines ensure all finance transactions are fully processed whereby the monthly management accounts can be completed accurately and in a timely manner.
- Help to secure the assets of the business through effective control of debtors, advising Heads of Department of variances to Key Performance Indicators.
- Ensure effective cost control measures are in place, including a robust purchase ordering system, to ensure target expenditure is not exceeded.
- Work with the Finance Manager and Operational teams to provide information to assist compilation of forecasts and budgets.
- Reconcile monthly deferred balance sheet for Priava C&E and reconcile deposits in SAP.
- To provide Ad Hoc financial analysis to the CSD and Finance Manager as required.
- Ensure the consistent application and communication of Sodexo financial policy, process, practice and initiatives with particular regard to internal audit compliance.
- Adhere to all company Health and Safety policies at all times

This job description is intended to give an appreciation of the role and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed on an on-going basis. The post holder will be required at all times to perform any other reasonable tasks, as requested by the Line Manager in order to meet the operational needs of the business.

6. Accountabilities

- Processing of daily, site based financial transactions; ensuring weekly and monthly financial deadlines are met as detailed via the regional team.
- Close EprophIT Ledger in line with the Weekly trading calendar.
- Adhere to the Sodexo Audit and Compliance regulations in respect of the processing of all financial transactions
- Maintain an accurate Commitment Register

7. Person Specification

Essential:

- Sound educational background to at least GCSE or NVQ level
- Required to work some matchdays outside of normal office hours
- Ability to work to tight deadlines
- Methodical and organized
- Excellent interpersonal skills and the ability to communicate effectively with customers, suppliers, clients and internal team members at all levels of the business including the central BSS team.
- Ability to work and react quickly in a fast-moving ever-changing environment.
- Ability to work as part of a team but also using their own initiative
- Strong time management and organizational skills to deliver an effective finance team function in a demanding service related environment
- IT Literate – particularly able to use Excel effectively, as well as communicate to a high standard and accuracy in Outlook and Word.

Desirable:

- Experience of SAP
- Experience of working in a busy, high volume transactional, accountancy environment.
- AAT qualification

8. Competencies

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Commercial Awareness
■ Rigorous management of results	■ Employee Engagement
■ Learning & Development	

9. Management Approval – To be completed by document owner

Version	1	Date	13/01/2023
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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