



## **Accounts Assistant**

**Part Time 3 days per week (Mon Tues Wed)**

**Salary: £14,505**

**Civil Service E Grade Equivalent**

Applications are invited for the part time post of Accounts Assistant. The incumbent will be responsible for assisting in maintaining the ASCB, Charitable Fund, Grant in Aid and Central Bank Accounts in accordance with the ASCB's Finance Directive. The incumbent is to ensure that all accounts are reconciled and closed down on a monthly basis. All accounts are maintained on SAGE and extensive experience of using this is desired plus any other duties as directed by the Director/ Finance Manager Army Sport Control Board (ASCB) Aldershot.

The key responsibilities include but are not limited to, accounting for income and expenditure on a daily basis. Production of weekly and monthly close down reports together with weekly bank reconciliations. The incumbent will also be involved in the reconciliation of monthly credit card statements and maintaining a record of grants paid for capital projects.

The incumbent should possess sound IT knowledge and experience of the Microsoft Office Suite, particularly a sound and proven competence and experience in Microsoft excel. They must possess strong communication skills and have a clear and precise understanding of the English language together with strong numeracy skills. They must be dependable, polite, reliable and smart, able to prioritise workloads and to meet tight deadlines. Able to work individually and within a team, have good interpersonal, administrative and organisational skills. Knowledge of the Army is desirable but not essential. Proven accounts experience is desirable. The ability to be flexible is essential as there will be occasions to work out of hours, evenings and/or weekends.

In return, we offer excellent working conditions, a friendly and lively working environment, a generous leave entitlement, access to excellent sports facilities and even free car parking! Although employed as a Crown Servant, the post is bianalogous to the Civil Service and commands the same salary grading, plus participation in the Civil Service pension scheme.

A full job description is available from our dedicated website: [www.armysportcontrolboard.org](http://www.armysportcontrolboard.org)

Applications are required in the first instance to : [jgoodliff@ascb.uk.com](mailto:jgoodliff@ascb.uk.com)

**Closing date 27<sup>th</sup> March 2020**