Army Sport Control Board (ASCB)

Job Description

Title: **Accounts Assistant ASCB**

Reports to: **Finance Manager**

Grade: **E1**

Location: Army Sport Control Board, Fox Lines, Aldershot GU11 2LB

Job Purpose Summary: The Accounts Assistant is responsible for 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 software is essential.

Key Duties and Responsibilities

- Accounting for income and expenditure on a daily basis;
- Production of monthly close down reports;
- Weekly Bank Reconciliations;
- Monthly Balance Sheet reconciliations;
- Input of invoices for payment authorisation;
- Preparation of Annual Accounts up to Trial Balance;
- Reconciliation of monthly Credit Card statements;
- Provision of financial information to Budget Holders;
- Maintaining a record of Grants paid for Capital projects

Other

- Provide assistance, support and advice to Budget Holders;
- Provide SAGE awareness as required;

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(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)

Job Requirements: (Educational qualifications, knowledge, skills and abilities)
The incumbent should be a competent and experienced Accounts Assistant (essential). A suitable Accounting Qualification (AAT or equivalent) or qualified by experience. Experience of SAGE is Essential. Use of Microsoft is desirable. High level of communication skills, both verbal and written. A strong command of English is essential.

Feb 2020