



Finance Assistant
Threshold Sports Job Description

Summary

We are looking for a proactive and meticulous Finance Assistant to take responsibility for the day to day financial administration at Threshold Sports, where we create incredible outdoor sporting events.

Key to Threshold's success is keeping accurate and timely financial records and producing accurate reporting and forecasting. At the heart of achieving this is the Finance Assistant. It is their responsibility to forge and maintain strong relationships with colleagues and suppliers to manage the many transactions coming through the business (using Xero), especially during our busy events season from May to September.

If you are looking for a move into the world of outdoor events and love numbers and process this could be the perfect role for you.

The full detail is below, but if this role appeals then please apply using the link below including a CV and covering letter explaining why you would be right for Threshold and the role.

Hours	20-25 hours per week (spread over 5 days) Standard office hours are Monday to Friday, 09:00 to 18:00
Location:	Based out of the Threshold office The Lightbulb, 1 Filament Walk, Wandsworth. London, SW18 4GQ
Start date:	Feb/March, 2019
Salary:	£25k to £30k per annum pro rata dependent upon experience Potential for performance related bonuses at year end
Benefits	<ul style="list-style-type: none">• 20 days paid holiday in every calendar year (pro rata) and in addition all bank holidays, Christmas Day, Boxing Day, New Year's Day and other working days in between Christmas and the first day of the New Year. <p>Following completion of 3 month probationary period:</p> <ul style="list-style-type: none">• Private medical healthcare• Worldwide travel insurance• Company contributory pension scheme• Cycle to work scheme• 5yr service reward• More is in you fund: Up to £250 per year to put towards taking on challenges in your spare time
Interview process:	This will be a two-part process of first round interview then a final interview which may include a relevant task
About Threshold:	At Threshold Sports we create extraordinary outdoor challenges with extraordinary outcomes for people of all abilities whether they be employees in global companies, celebrities or just plucky individuals looking for a challenge. We do this because we believe that More Is In You™.

	<p>Our Public Events We create unforgettable public participation events; from epic rides that span the entire length of Britain such as the ‘Deloitte Ride Across Britain’; to 2-day challenging sportives like the ‘Dulux London Revolution’; to multi-day ultramarathons through historic World Heritage sites, ‘Dixons Carphone Race to the Stones’, ‘Race to the King’ and ‘HEINEKEN Race to the Tower’.</p> <p>Our Corporate Events We build bespoke corporate and charity events to meet a variety of our clients’ objectives; from employee engagement and wellbeing to charitable fundraising, leadership, brand building and client entertainment. Amongst many others we’ve worked with Vodafone, Bupa, Diageo, RBS, and Comic Relief.</p> <p>The Future Threshold is growing, and so too is our need for talented, passionate sports and challenge event professionals. The people who work at Threshold are united by a love of the outdoors, pushing themselves and those around them and squeezing as much fun out of work along the way as possible. We are a tight team, but we are growing rapidly and looking for the best talent to be part of the next chapter of the Threshold story.</p>												
Job Role:	<p>Your key responsibilities will be:</p> <table border="1" data-bbox="443 969 1331 1966"> <thead> <tr> <th data-bbox="443 969 671 1010">Area</th> <th data-bbox="671 969 1331 1010">Roles/Tasks</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1010 671 1384">Xero</td> <td data-bbox="671 1010 1331 1384"> <p>Ownership and management of the day to day financial processes through Xero, with support from our (external) accountants</p> <p>Support and inform the wider team to ensure that all financial transactions are recorded correctly and authorised on Xero</p> <p>Support budget holders by uploading receipts to Xero and coding them (ad hoc)</p> <p>Prepare VAT returns for review and approval by external accountants</p> <p>Prepare and update fixed asset register and post depreciation</p> </td> </tr> <tr> <td data-bbox="443 1384 671 1592">Banking</td> <td data-bbox="671 1384 1331 1592"> <p>Produce weekly and daily payments list and submit for approval</p> <p>Upload credit and charge card transactions to Xero (ad hoc)</p> <p>Monitor bank accounts and sync them with Xero</p> <p>Monitor bank balances</p> </td> </tr> <tr> <td data-bbox="443 1592 671 1778">Reporting</td> <td data-bbox="671 1592 1331 1778"> <p>Provide weekly aged debtors list and ensure debtors are chased</p> <p>Provide monthly aged creditor balances</p> <p>Produce reports for budget holders when required</p> <p>Take all accounting data up to trial balance level</p> </td> </tr> <tr> <td data-bbox="443 1778 671 1906">Reconciliations</td> <td data-bbox="671 1778 1331 1906"> <p>Ensure credit and charge card transactions are correctly reconciled</p> <p>Reconcile all bank account transactions on Xero using bank feeds</p> </td> </tr> <tr> <td data-bbox="443 1906 671 1966">Journaling</td> <td data-bbox="671 1906 1331 1966"> <p>Journal out all event income and expenditure for events that haven’t yet occurred</p> </td> </tr> </tbody> </table>	Area	Roles/Tasks	Xero	<p>Ownership and management of the day to day financial processes through Xero, with support from our (external) accountants</p> <p>Support and inform the wider team to ensure that all financial transactions are recorded correctly and authorised on Xero</p> <p>Support budget holders by uploading receipts to Xero and coding them (ad hoc)</p> <p>Prepare VAT returns for review and approval by external accountants</p> <p>Prepare and update fixed asset register and post depreciation</p>	Banking	<p>Produce weekly and daily payments list and submit for approval</p> <p>Upload credit and charge card transactions to Xero (ad hoc)</p> <p>Monitor bank accounts and sync them with Xero</p> <p>Monitor bank balances</p>	Reporting	<p>Provide weekly aged debtors list and ensure debtors are chased</p> <p>Provide monthly aged creditor balances</p> <p>Produce reports for budget holders when required</p> <p>Take all accounting data up to trial balance level</p>	Reconciliations	<p>Ensure credit and charge card transactions are correctly reconciled</p> <p>Reconcile all bank account transactions on Xero using bank feeds</p>	Journaling	<p>Journal out all event income and expenditure for events that haven’t yet occurred</p>
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competencies:	Supporting and Co-operating	Supports others and shows respect and positive regard for them in social situations. Puts people at ease, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation.
	Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
	Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
	Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes with setbacks.
	Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.
Skills:	Mandatory skills <ul style="list-style-type: none"> • Experience using Xero accounting software • Strong Microsoft Office skills, particularly Excel • Numerate with excellent attention to detail • Organised and methodical approach to record keeping 	
Preferred Experience	We are looking for a minimum of two years experience in a financial administration or support role with a proven track record of providing accurate and timely data in a busy environment.	
How to apply:	<p>The only way to apply for this role is via our online application form. The form takes just one minute to complete and requires you to upload a CV and Cover Letter (doc/pdf).</p> <p>Click here to apply for Finance Assistant</p> <p>If you haven't heard anything from us within one week of submitting the form please contact info@thresholdsports.co.uk and we'll be able to confirm the status of your application.</p>	