

THRESHOLD/

PART TIME FINANCE EXECUTIVE



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AT THRESHOLD WE BELIEVE THAT MORE IS IN YOU™

Our Purpose is to help people realise their potential through world class events.

We do this by:

- Supporting individuals to go beyond what they feel is possible
- Showing clients how they can fulfil their potential as responsible businesses
- Enabling charities to maximise their fundraising and supporter engagement
- **Inspiring our employees to be the best versions of themselves**

In 2019 our team of around 24 people lead the delivery of 35 events in 10 countries helping over 35,000 people realise what they are capable of. In the process our events raised over £16m for charity. 2020 was a little different, but we cracked on, adapting to our own set of challenges. We are now looking forward to delivering a strong season of Covid-safe events in 2021.

We're looking for a new member to join our team.

If you are interested then read on for a quick snapshot of what life is like here and we'll take it from there...

THRESHOLD/



WHAT THE JOB INVOLVES

THINK IT MIGHT BE THE PLACE FOR YOU? THIS IS THE JOB ON OFFER.

We'll be asking you to do this

- Take ownership of and manage the day to day financial processes through Xero, with support from our (external) accountants
- Support and inform the wider team to ensure that all financial transactions are recorded correctly and authorised on Xero
- Support budget holders by uploading receipts to Xero and coding them (ad hoc)
- Prepare VAT returns for review and approval by external accountants
- Produce weekly and daily payments lists and submit for approval
- Upload credit and charge card transactions to Xero and ensure they're reconciled accurately and on time
- Provide weekly aged debtors list and ensure debtors are chased
- Provide monthly aged creditor balances
- Produce reports for budget holders when required
- Reconcile all bank account transactions on Xero using bank feeds

It will help if you enjoy the following

- Numbers and process
- Using Xero to keep accurate and timely financial records
- Forging and maintaining strong relationships with colleagues and suppliers to manage the many financial transactions coming through the business
- Planning ahead and working in a systematic and organised way

These skills will also be useful

- Strong Microsoft Office skills, particularly Excel
- 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
- Excellent attention to detail

If you don't fulfil every one of these criteria then don't worry. We look for people with potential and a passion for what we do.

THRESHOLD/

THE PACKAGE & OTHER GREAT STUFF

SALARY: £23k to £28k per annum pro rata

HOURS: 25 hours per week split over 5 days, Monday to Friday

HOLIDAY: 28 days pro rata (inc. bank holidays)

PENSION: 5% employer contribution after 3 months

FLEXIBLE HOURS: flexibility for early or late starts and occasional remote working

LOCATION: This role is to be based from our offices in central **Brighton**

TERM: 1st May to 31st October 2021

WE LIKE TO KEEP PEOPLE HEALTHY

- Free boot camps, Pilates, Yoga and afternoon energisers led by other Thresholdians
- Flexible time during the day to exercise or take time out
- Free fruit and other treats in the office (and a well stocked free bar)
- Free tea, coffee and soft drinks in the office (and a well stocked free bar)
- Mental Health First Aid Training available

WE LIKE BEING SOCIAL

- Annual summer camping trip (fully funded)
- Programme of activity throughout the year from pottery painting to more active pursuits
- Welcome lunches for new starters
- Regular catch ups out of the office to put the world to rights
- Fun, welcoming and lively environment in a bright and social office

WE LIKE TO KEEP LEARNING

- Internal training sessions, eg sales techniques, presentation, negotiation
- Internal mentoring opportunities
- Weekly feedback and line management support

WE LIKE TO GIVE BACK

- Volunteering days available each year upon request

HOW TO APPLY

WE WANT TO GET TO KNOW YOU

The recruitment process is a 3 parter. You are interviewing us as much as we are you and we will cover the important stuff, but also dig into the interesting stuff:

1. **The written work:** Submit an up to date CV (yours ideally) and a cover letter about why you think you would be the ideal candidate for the job
2. **An initial interview:** We will then want to chat in person, on Teams or on the phone to see if we think you would thrive at Threshold
3. **The final test:** If you make it through this far we'll ask you to complete a task relevant to your role and present it via Teams. We will also get you to meet a range of the team from senior and junior levels. Come armed with questions for us as well.

To apply please send a CV and cover letter of why you would be suitable for the role to careers@thresholdsports.co.uk

Please note that as of January '21 we will be based in Brighton. To find out what motivated our move, grab yourself a brew and [read our blog](#).

THRESHOLD/ LIFE AT THRESHOLD

CLICK TO MEET THE TEAM

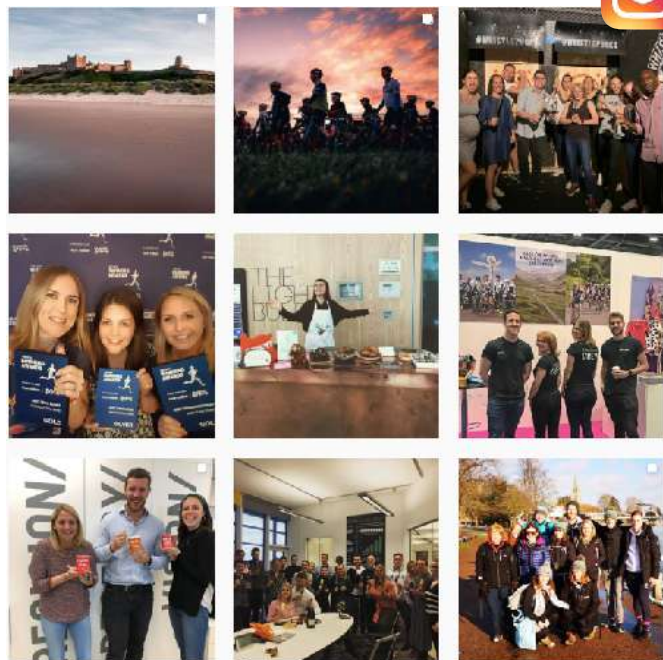


A FEW WORDS FROM THE TEAM

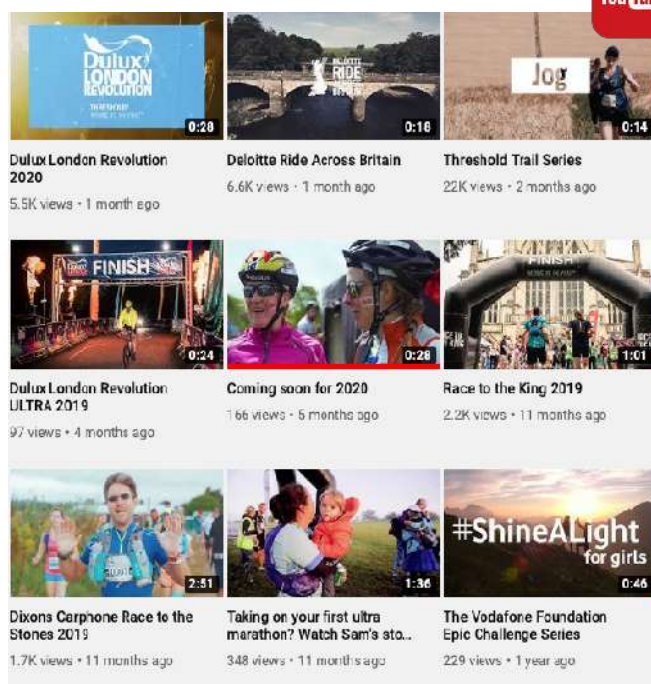
"I'm grateful to have found a workplace with such a positive and friendly environment where I feel my personal development is top priority. Then there's all the fun stuff we do in and outside of work - my wellbeing and happiness has taken a huge step-up since joining".

"I got a call from my Uni alumni team and being asked a series of questions I rated Threshold as 10/10 for a place to work and 10/10 enjoyment."

CHECK WHAT WE'RE UP TO



GET A FEEL FOR THE EVENTS



CLICK TO LEARN ABOUT THE EVENTS WE DO FOR CLIENTS

