



Aberdeen Football Club Job Description

Name:	
Job Title:	Accounts Assistant
Line Manager:	Financial Controller
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
<p>The accounts assistant is responsible for ensuring the accurate and timely processing of purchase and sales invoices, purchase invoice payments, sales ledger receipts and manual cheque payments.</p> <p>The Club uses the SUN4 accounting system which is to be kept up to date with all required information. The accounts assistant will also be required to ensure that queries from suppliers, customers and internal departments are responded to in a timely manner.</p>	
Main Responsibilities/Description of Duties:	
<p><u>Processing Procedures</u></p> <ul style="list-style-type: none">• To ensure that Sales Invoices are raised, processed and imported into SUN4 according to the Sales Agreement Form or other form of instruction given.• To ensure that all Purchase Invoices are numerically stamped and scanned to PDF along with the backup documentation as soon as is possible.• To rename the scanned PDF images with the invoice number and to ensure that the sequence of Purchase Invoices is complete and unbroken.• To ensure that all Purchase Invoices are matched with appropriate backup and purchase orders, coded with nominal code, department code and event code in a timely manner.• To ensure that Purchase Invoices are processed into SUN4 on a weekly basis.• To coordinate the Purchase Invoice sign-off process by distributing the invoices electronically to the department managers using a spreadsheet extract, which allows PDF images to be viewed.• To ensure that managers clearly mark which Purchase Invoices are authorised and which require further investigation or remedial action before authorisation and return the spreadsheet to the Finance Department in a timely manner.• To ensure that approved Purchase Invoices are appropriately coded ("5") on SUN4.• To file all Purchase Invoices in numerical order on a weekly basis. <p><u>Payment Procedures</u></p> <ul style="list-style-type: none">• To prepare a weekly purchase payment list for authorisation by the Financial Controller and subsequent production of BACS and cheque payments via SUN4. To keep a note of all payment requests from suppliers, so that good relations with suppliers are maintained.• To ensure the payment of BACS transactions by importing the SUN4 text file into the Interbacs Software for conversion and then importing the data onto the HSBC website for approval by the Financial Controller.• To ensure that any purchase ledger and manual cheque requests are raised in a timely fashion and signed in accordance with current signing procedures.	



Aberdeen Football Club Job Description

Review Procedures

- To produce a weekly spreadsheet of all Purchase Invoices processed to pass to the Company Accountant for review.
- To reconcile supplier statements with the SUN4 accounts system on a weekly basis.
- To review the Purchase Invoice payment list on a weekly basis to ensure that all invoices have been approved, or remedial action taken.
- To run an extract routine to review the sequence of Sales Invoice numbers to ensure that it is complete and unbroken. Take appropriate action to resolve missing numbers.
- To run an extract routine to ensure that duplicate Purchase Invoices are not processed into the system.

Accounting Procedures

- To liaise with the Company Accountant and reconcile the 70010, 70020, 90020 and 90070 suspense accounts on a weekly or monthly basis as requested and ensure that any expenses are recharged where necessary.
- To liaise with the Company Accountant and enter the collated payroll expenses data onto the monthly payroll control sheet for uploading to our payroll bureau’s online site in accordance with the payroll calendar.
- Ensure that any expenses posted to the 70030 AFCCT inter-company account are agreed with AFCCT and recharged on a weekly basis.
- To reconcile the 70030 AFCCT inter-company account on at least a quarterly basis.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential

- High level of accuracy and attention to detail.
- A willingness to learn on-the-job and from more experienced or senior colleagues.
- Excellent IT skills and ability to utilise MS Office packages, particularly Excel.
- A willingness to “muck-in” in a small department is essential.

Desirable

- Experience in an Accounts Assistant role or similar.
- Level 2 AAT Foundation Certificate.
- Previous experience of financial systems including the input of journal entries and other data.

Signed by Employee:

Signed by Line Manager:

Date:

Date: