



Oxford United Vacancy

Job Title: Accounts Assistant/Sales Ledger
Department: Finance
Reports To: Company Accountant
Location: Oxford United Training Facility, Horspath Road, Oxford. OX33 1RT
Hours: Full Time including Evenings and Weekends
Closing Date: Friday 25th November 2022
Salary: TBD

Role Overview:

You will provide invoicing, accounts, and administration support for the Company Accountant, both as part of a team and individually. The role plays an integral part in the administration and smooth-running of the company's financial operations. The role will be based in Oxford.

Main Responsibilities (include but not limited to):

- Invoicing all our corporate clients from our commercial system Salesforce and ensuring all sales are invoiced
- Invoicing for player loans and any transfer receipts due whilst maintaining a log of upcoming invoicing etc
- Ensuring all invoicing is input onto our accounts system – currently Sage
- Maintaining the sales ledger ensuring all cash is collected promptly
- E mailing and calling corporate customers to chase for payment where necessary.
- Ensure daily cash and debtor targets are met
- Collating expenses for the payroll
- Assisting the Company Accountant as and when requested
- Sage data entry

Skills and Qualifications:

- Full working knowledge of MS Office programs with great excel skills
- Ability to use Sage or similar accounts package
- Able to work using own initiative
- Confident telephone manner
- Able to communicate with colleagues and corporate customers.
- The ability to establish and maintain good working relationships both internally and externally
- A polite and professional manner
- AAT part 2 qualification and keenness to progress to AAT Level 3 and beyond

Additional Information:



This role also offers an opportunity for the right person to develop wider capabilities in the finance area, therefore a flexible approach and willingness to learn is a critical attribute.

Oxford United FC is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all Colleagues and Volunteers to share this commitment.