



JOB DESCRIPTION: PART-TIME FINANCIAL ADMINISTRATOR

Job title:	Part-time Financial Administrator
Reports to:	Hockey Operations Manager
Contract type:	Part-time Contractor
Remuneration:	£13-£15 per hour
Normal location:	Remote working with some time spent at the EIHA Head Office at iceSheffield
Hours:	24 hours per week, including Mondays for payroll/expenses

INTRODUCTION

The English Ice Hockey Association (EIHA) is the National Governing Body for ice hockey in England and Wales. Ice hockey has been played in England and Wales since the early years of the 20th century; Britain was a founder member in 1908 of the world governing body, the International Ice Hockey Federation (IIHF).

PURPOSE

The role of Financial Administrator is to record all company spending, including purchases, invoices and sales and provide accurate information on company outgoings for the purposes of filing accounts.

We are looking for a candidate who is organised, efficient and skilled at keeping track of the various types of spending by the company. The position involves using relevant accountancy software and managing the balancing of accounts.

The Financial Administrator will report to the Head of Operations.

KEY RESPONSIBILITIES

Accountable for delivering an accurate trail of company spending, the Financial Administrator is responsible for the variety of activities that includes:

- Produce monthly management accounts, including Budget v Actual spending reports
- Accurately record all Purchase & Sales Ledger transactions and make sure all transactions are labelled correctly on a weekly basis.
- Set up a weekly bank bulk payment spreadsheet
- Attend a monthly checkpoint call with the Association's Auditors
- Daily usage of financial processes, enhancing and updating where needed
- Management of sales ledger
- Maintaining accounts, verifying and posting transactions
- Account reconciliation
- Recording client assets and handling investments
- Managing client invoices & payments
- Liaising with clients, suppliers and banking contacts
- Working closely with accountants to prepare VAT returns
- Preparing schedules, statements and reports as requested
- Managing & filing relevant documentation



PERSON SPECIFICATION

- Possess first-rate numerical skills
- Strong bookkeeping skills and previous experience in a similar role
- Strong organisational skills and excellent attention to detail
- Excellent communication skills, including relationship building with individuals across the business
- Highly computer literate with experience of accounting packages
- Ability to work quickly, accurately and to deadlines, using a logical and methodical approach
- Knowledge of Excel or other spreadsheets
- Possess relevant qualifications or specialist qualifications such as AAT is desirable
- Knowledge of Quickbooks / Sage, Paypal, Stripe and Tito is desirable

TERMS OF APPOINTMENT

The role is initially a three-month part-time appointment with hours to be agreed with the successful candidate. It will be largely home-based but may require some time spent in our offices at iceSheffield.

This is a self-employed role, with remuneration to be discussed at interview

TO APPLY

Send a CV (including contact details) and covering letter, detailing the relevant skills, knowledge and experience you have in relation to subject matters to:

recruitment@eiha.co.uk

Closing date for applications: 3 January 2023

VALUING DIVERSITY

We, at the English Ice Hockey Association (EIHA), are committed to providing an environment which seeks to encourage an open and diverse community. This is reflected in our values and behaviours where we respect the rights and dignity of all people whatever their background. We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

By consistently living our values we seek to eliminate those things that undermine or are harmful to anyone involved in the activities of the EIHA. We therefore believe that unlawful discrimination, intimidation, or harassment of anyone connected with the EIHA, specifically related to their race, religion or belief, age, gender reassignment, sex, sexual orientation, disability, marital or partnership status or maternity and pregnancy cannot be tolerated. In addition, we strive to advance equality of opportunity and foster good relations between all people within the EIHA. As an organisation we will provide an environment where people can address and debate differences and constantly reflect on practices.

The EIHA aspire to be recognised by our communities and nationally, as an organisation that leads the way in publicly promoting the value of diverse cultures and our belief that



these different experiences make our organisation a better place to play the sport, we all love.

