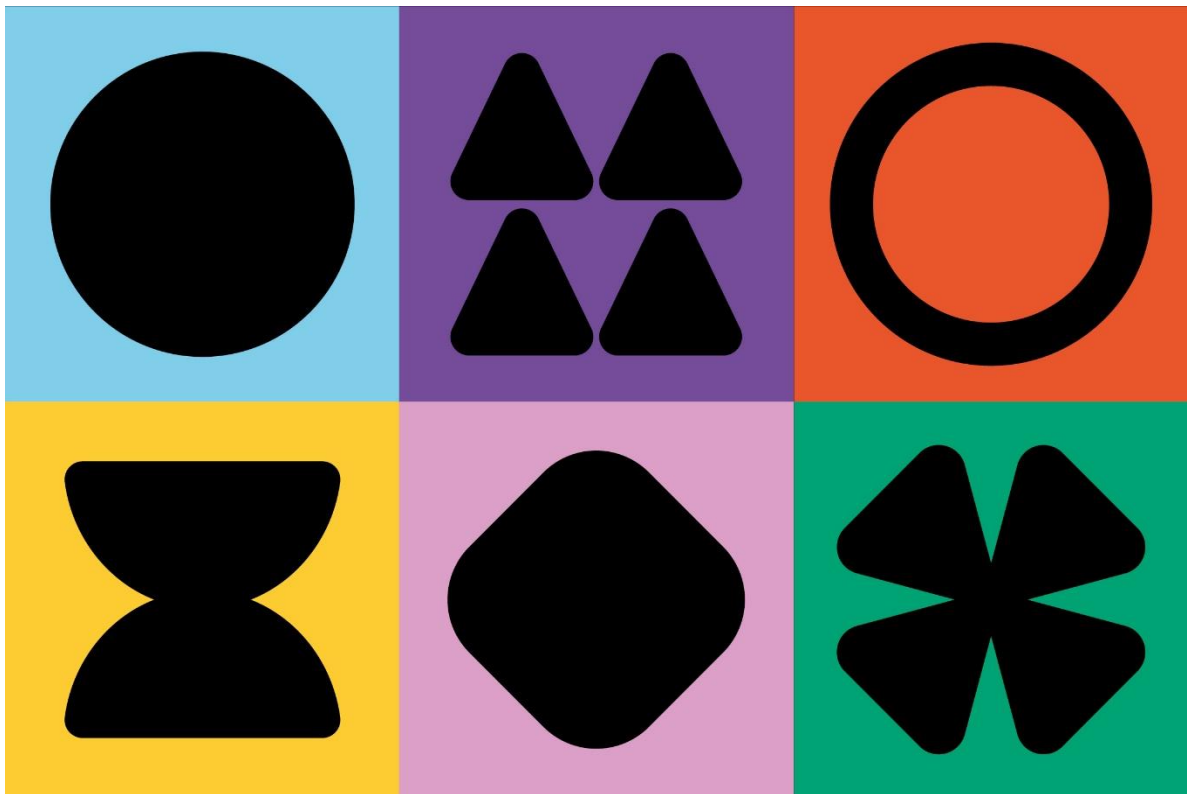




Finance and Systems Officer

May 2024



1. Role summary

Job title	Finance and Systems Officer
Reporting to	Finance Director
Salary	c.£30,000 - £36,000 FTE dependant on experience Part-time working (min. 4 days p/w) will be considered for more experienced applicants.
Hours	37.5 hours full-time
Contract	Permenant
Location	Hybrid working. 2-3 days in an Access Sport office. 2-3 days homeworking. This role will ideally be based in our London office (Bethnal Green) but requests to be based in our Bristol or Manchester offices will also be considered.

2. About Access Sport

Access Sport is a national charity with a vision that no one should be excluded from the transformational benefits of community sport. We are on a mission to make inclusion the norm in community sport by tackling the access barriers faced by disadvantaged and disabled young people.

We do this by training, equipping, and supporting community sports clubs, organisations, and volunteers to provide inclusive programmes, unleashing their potential to transform the lives of underserved young people in their local communities.

This work is either place based, Changing Places, or sport focused, Changing Sports. All the clubs we support are invited to join our Inclusive

Club Network. We then use the expertise gained through this work to effect System Change.

In 2023/24 Access Sport engaged over 20,000 disadvantaged and disabled young people, with a strong representation from ethnically diverse communities, girls, and previously inactive young people.

A copy of our 2022-2027 growth strategy, Stand for Inclusion, which provides further details about our work and future development plans can be found [here](#) on our [website](#).

A number of videos showcasing our work can be found on our [YouTube channel](#). These include an all about [Access Sport video](#), an all-wheel [bike park](#) in Bristol, a summary of our partnership work with [Nuffield Health](#) and our [disability basketball](#) programme in London.

3. Role purpose

Summary

The Finance and Systems Officer sits within the Finance Directorate, but will work closely with the Fundraising and Communications team, as well as the wider delivery teams to support accurate and timely recording of income and expenditure in the finance and CRM systems.

This role would suit someone with at least 2 years' experience in a charity finance role, who has experience or knowledge of all the core accounts department processes and some understanding of different charity income streams. You might be studying for an accounting qualification (e.g. AAT or ACCA) or be qualified by experience.

A training package may be available for an applicable accounting qualification.

Responsibilities

Finance

- Day to day management and systems administration of Xero accounting software, expenses software (ExpenseIn), and other linked financial applications.
- Prepare payment runs and upload payments to banking system.
- Set up new suppliers in Xero and ExpenseIn.
- Process all Accounts Payable entries, including staff expense claims in Xero finance system utilising linked applications (e.g. expense processing software ExpenseIn).
- Process all Accounts Receivable entries in Xero, via Donorfy CRM system (see Fundraising), and carry out aged debtor analysis and chasing of outstanding payments.
- Carry out monthly reconciliations of bank accounts, debtors and creditors.
- Prepare monthly management accounts journals (prepayments, accruals, depreciation, deferred and accrued income).
- Ensure all balance sheet control accounts are reconciled monthly, including maintaining an up-to-date fixed asset register.
- Assist with the preparation of information and documentation for the year-end audit.

Fundraising and CRM systems administration

- Being the systems administrator for the Fundraising CRM system (Donorfy) and linked platforms and applications (e.g. JustGiving, Stripe, EventBright).
- Database management of Donorfy and linked platforms and applications.

- Ensure data integrity of income recorded in Donorfy and that backing documentation for all income is provided by the wider team and filed against correct entry for audit purposes.
- Reconcile data between Donorfy and Xero, and where necessary, with other linked platforms and applications.
- Ensure Gift Aid returns are correctly submitted to HMRC (via Donorfy)
- Support with the development and implementation of new systems and procedures.

Business partnering

- Provide training and induction to new joiners in using Donorfy and Expenseln as well as for any other relevant platforms and applications.
- Provide day to day support to the wider organisation with finance and fundraising system queries, payment information, and supplier queries.
- Working with budget holders to provide transaction reports, income and expenditure reports, and updates on payments from finance and fundraising systems to assist them to manage their project budgets.
- Assist Finance Director and Fundraising team where necessary with financial reporting to funders.
- The postholder will be expected to carry out all duties in line with Access Sport policies and procedures and be prepared to undertake additional reasonable duties, as required.

4. Person specification

Skills/experience

Essential

- Proven experience in all areas of accounts - purchase and sales ledger, banking and cash management, basic management accounts.
- Experience of Xero or similar cloud-based finance system.
- Excellent Microsoft Office skills, particularly excel and an ability to quickly learn new systems.

Desirable

- Accountancy qualification or studying for (e.g. AAT, ACCA).
- Experience of Donorfy or similar CRM system.
- Experience of dealing with charitable income and an understanding of how to account for restricted grants.
- Experience of liaising with auditors and other external stakeholders.

Personal attributes

- Strong attention to detail, analytical and an excellent communicator.
- Enthusiasm, energy and willingness to meet challenging demands and work to deadlines.
- Proactive, self-motivated and able to use initiative.
- Comfortable dealing with internal and external stakeholders.
- A collaborative team player and a supportive colleague.

- A passion for Access Sport’s cause and commitment to diversity and inclusion.

In addition:

- The post holder must have the right to work in the UK.
- The post holder must be able to travel within the UK, with some travel expected between Access Sport offices.
- The post holder may be expected to stay away for work purposes from time to time.

Flexibility

In order to work effectively in a changing environment, flexibility is required from the post-holder. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment. The role will require some travel for training delivery and to different Access Sport offices, as well as occasional unsocial hours including evenings and weekends in accordance with the demands of clubs and workshops.

Equal opportunities

We welcome and encourage applications from people of all backgrounds. Access Sport is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued, and everyone can reach their potential. We are actively seeking to diversify and create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support. If you need any adjustments to the recruitment process, at either application or interview stage, please contact us (details in section 6).

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS). If you wish to apply under our GIS, please indicate this in your cover email. For more information, please visit our [Join the Team](#) page.

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Background checks

As this role may, at times, involve working in a regulated environment with young people, any offer will be conditional to satisfactory background checks which includes a criminal record check with the Disclosure and Barring Service and two references.

5. Staff benefits

Access Sport is an exciting and dynamic place to work. We pride ourselves on being a close-knit and well supported team with a clear sense of purpose, delivering real impact. Inclusion is at the heart of everything we do.

We are committed to supporting the development of our team members and, should you wish, there are opportunities for team members to get involved in different aspects of the charity, from the delivery of our programmes on the ground, to fundraising, events and advocacy.

Staff benefits include:

- Employee Assistance Programme - Access to a 24/7 confidential helpline, counselling services and online information.
- Annual leave - 25 days annual leave (plus bank holidays and time off between Christmas and New Year), after two years of continuous service this increases to 26 days and after five years to 28 days.
- Healthy Living and Wellbeing Employer - We welcome staff to embed regular exercise into their daily work lives and have quarterly team away days.
- Flexible working and family-friendly - Hybrid and flexible working arrangements which are family-friendly and provide flexibility around caring responsibilities.
- New Mums and Dads, including adoptive parents, can take enhanced maternity and paternity leave.
- Cycle to Work scheme - Cycle to work scheme, saving up to 39% off a new bike and accessories.
- Group Life Assurance for all staff on payroll.

6. How to apply

The closing date for applications is 5 pm Wednesday 5 June 2024.

To apply, please complete the application form on the Access Sport website here: [Finance and Systems Officer Application Form](#)

Once you have submitted your online application, please email your CV and Equal Opportunities Monitoring form to Careers@AccessSport.org.uk with your full name and role applied for in the subject line. Our Equal Opportunities Monitoring Form can be found here: www.AccessSport.org.uk/join-the-team.

Candidates who have been shortlisted for an interview will be notified by Friday 7 June. The first interviews are currently due to take place w/c 10 June.

If you have any questions or would like to have an informal discussion about the role, please email Sue.Wheeler@AccessSport.org.uk or call 020 7993 9883.

Data protection

Access Sport CIO will only process and store your personal information, this means any information that identifies or could identify you, for the purposes of recruitment, after which it will be securely disposed.

