

JOB DESCRIPTION

Job/Role Title:	FINANCE ASSISTANT
Reporting to:	FINANCE DIRECTOR
Location:	World Sailing, 20 Eastbourne Terrace, London

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC) and International Paralympic Committee (IPC)

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing the sailors in all matters concerning the sport.

The principle members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 100+ 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch, and use our reach and influence to create a sustainable future for our sport and the waters of the world.

World Sailing will be moving from Southampton to a new headquarters building in London on the 31/07/17. Candidates would be required to undertake some travel to the existing Southampton office to facilitate a handover before the organization moves permanently to London at the end of July. World Sailing also has a temporary serviced office in London in Eastbourne Terrace.

Role

Reporting to the Finance Director, the Finance Assistant will have primary responsibility for purchase invoice processing and sales ledger management. The role requires an individual who is a real team player, a strong communicator, someone with excellent attention to detail and who is both comfortable with change and looks to continually improve process.

Key Responsibilities

Purchase Ledger

- Processing 150 purchase invoices per month in multi currencies
- Reconciling supplier statements
- Payment of purchase ledger invoices using online banking software in multiple currencies

Sales Ledger

- Processing 100 sales invoices per month in multi currencies
- Posting customer payments received through bank transfers, cheques, credit card and paypal
- Ensure invoices are paid in line with terms by sending reminders and contacting customers
- Raising credit notes and issuing refunds
- Reconciling customer accounts and verifying discrepancies and resolving issues

Other duties

- Reconciling multi-currency bank accounts
- Assisting the Finance Director with month end and annual reporting
- Producing adhoc reports as required
- Ensuring that VAT is correctly accounted for
- Other tasks as agreed with the CEO as appropriate to the role

Relationships & Interfaces

Strategic reporting to:

- Finance Director

Interaction with:

- World Sailing staff and Members

Personal Attributes & Experience

Essential

- Graduate, part qualified CIMA/ACCA/ACA (or equivalent) with a minimum of 2-years work experience
- Experience of working within a similar post within a SME environment
- Excellent written and verbal English language skills
- Excellent interpersonal skills
- The ability to meet tight deadlines

- A flexible approach in a small team
- Evidence of working within and contributing to a team environment
- A willingness to learn new skills and develop existing competencies
- Interest in the sport of Sailing
- Strong communication and negotiation skills
- Excellent organisation and analysis skills
- Team player
- Innovative and a problem solver

Desirable

- Experience of working in a not for profit organisation
- Interest in Sport
- Sage 50 experience
- Second European language

May 2017