



## Aberdeen Football Club Job Description

<b>Name:</b>	
<b>Job title:</b>	Accounts Assistant
<b>Line Manager:</b>	Financial Controller
<b>Line Manager for:</b>	N/A
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
<ul style="list-style-type: none"> <li>• Processing of purchase and sales invoices.</li> <li>• Processing of purchase invoice payments and sales ledger receipts.</li> <li>• Inputting information into NetSuite accounts system.</li> <li>• Respond to general queries from suppliers and customers.</li> </ul>	
<b>Main Responsibilities/Description of Duties:</b>	
<p><b><u>AFC – processing procedures</u></b></p> <ul style="list-style-type: none"> <li>• To ensure that Sales Invoices are raised, processed and imported into NetSuite according to the Sales Agreement Form or other form of instruction given.</li> <li>• To ensure Purchase Orders are correctly coded with nominal code, department code and activity as appropriate.</li> <li>• To ensure Supplier Invoices are submitted to Zone Capture and matched with Purchase Orders. If no Purchase Order, ensure Invoices are correctly coded, processed and approved.</li> <li>• To ensure that managers approve Purchase Orders and Supplier Invoices in a timely manner.</li> </ul> <p><b><u>AFC – payment procedures</u></b></p> <ul style="list-style-type: none"> <li>• To give input to the weekly purchase payment list and produce the BACS payment run each Thursday via NetSuite for authorisation by the Financial Controller on Friday. To keep a note of all payment requests from suppliers, so that good relations with suppliers are maintained.</li> <li>• To ensure the payment of BACS transactions by importing the NetSuite BACS file onto the HSBC website for approval by the Financial Controller.</li> <li>• To make ad-hoc SEPA, Priority and Faster Payments as required.</li> </ul> <p><b><u>AFC – review procedures</u></b></p> <ul style="list-style-type: none"> <li>• To reconcile supplier statements with the NetSuite accounts system on an ad-hoc basis.</li> </ul> <p><b><u>AFC – accounting procedures</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that any expenses posted to the Aberdeen FC Community Trust inter-company account are agreed and recharged on a weekly basis.</li> </ul> <p><i>Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.</i></p>	
<b>Person Specification: Experience/Qualifications/Training/Personal Qualities</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A willingness to learn on-the-job and from more experienced or senior colleagues.</li> <li>• A willingness to “muck-in” in a small department is essential.</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous accounting experience in an accounts office or practice.</li> <li>• Previous experience of financial systems including the input of journal entries and other data.</li> </ul>



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<b>Signed by Employee:</b>	<b>Signed by Line Manager:</b>
<b>Date:</b>	<b>Date:</b>