



British Taekwondo – Recruitment

FINANCE & ADMINISTRATION OFFICER (p/t)

Location – Office based in Manchester

Contract type – Part-Time

Closing date - 12pm, Friday 19 April 2019

Interview date – 1 May 2019 in Manchester

Job Description

Hours: 22.5 hours Part-Time

Salary: £15K per annum

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain and the recognised Member National Association of World Taekwondo. With a 17,000 membership across the whole of the United Kingdom, the martial art & sport has a thriving club and instructor network. British Taekwondo work in collaboration with GB Taekwondo (the elite athlete and Olympic Programme Organisation) who are bringing a series of World Class events to Britain over the next 4 years.

British Taekwondo is currently looking to recruit a Part-Time Finance and Administration Officer, who is key to maintaining the financial health of the organisation by administering accounting operations to meet the legal requirements.

The successful applicant will:

- Have a strong financial background and organisational skills and the ability to prioritise.
- Be able to work with a high level of accuracy and attention to detail.
- Have excellent I.T. skills and use of accountancy software.
- Be passionate and committed to the development of British Taekwondo.

Key responsibilities

- Monitor and reconcile income and expenditure.
- Process invoices for approval and payment using Xero accounting system.
- Preparation of monthly, quarterly & yearly accounts, and financial information and statutory accounts for the Board of Directors.
- Participate in financial audit.
- Provide financial guidance and reviews to departmental budgets.
- Administrative support to the CEO and Board as required.
- Compliance with Data Protection and Privacy (legal and best practice) recommendations including GDPR.
- Handle data, finances, and personal information in a professional and confidential manner in compliance with policies and best practice.

Skills & experience

- Experience in a similar role.
- Must hold a Financial professional qualification & general book keeping experience.
- Strong I.T. Skills and knowledge of accounting software (Xero).
- Ability to prioritise Workload and manage schedule.

How to apply

All correspondence, including any questions you may have, as well as your submission of CV and cover letter email (outlining relevant experience and why you are suitable for the role) should be sent to recruitment@britishtaekwondo.org using "REF FINANCE & ADMIN OFFICER"