



FARSLEY CELTIC FOOTBALL CLUB

The Citadel, Newlands, Farsley, Leeds LS28 5BE

T: 0113 255 7292 | E: office@farsleyceltic.com

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Finance Officer- Work processes and Job Description

Reports to – Chief Executive

Hours per week – between 10-20 but flexible

Hourly rate – Dependent on experience

Job Description and Objectives
Accounting Assistant responsibilities include managing and processing our weekly payroll, managing expense reports and reimbursements, entering financial transactions into the accounts software and reconciling invoices. Ultimately, you will assist with the smooth running of the accounts and payroll processes, ensuring transparency and efficiency in all transactions.
Data entry using Xero.
Purchase invoices –Ensure for each client that all the purchase invoices for the month have been entered. ensure these are checked for the correct currency and VAT has been applied according to the purchase invoice and the values match the invoice.
Check any employee/volunteer expense claim forms that have been received have the appropriate approvals.
Check payments processed to suppliers during the month have been entered and if necessary reconciled to payment lists.
Check the aged creditor listing for any unusual or old balances and review – check with client if still valid for payment
Ensure all sales invoices have been entered for each client
Enter all sales receipts received
Preparation and review for anomalies of aged debtor listing
Cash and Bank reconciliation
Check bank balance of sections bank account each month end
Print Unreconciled transaction report from Xero for each bank account.
Reconcile each bank account to Xero and any discrepancies noted and rectified.
Reconcile all account transactions and ensure all charges are authorised by manager – account codes correctly entered, VAT rate and amount correctly entered, and copy VAT purchase invoice uploaded
Upload purchases and reconcile clients credit card transactions in Xero each month.
VAT - Quarterly
Process VAT report from Xero and reconcile to Nominal Ledger for VAT on sales and purchases for the month.
Evaluate and note any discrepancies and correct these



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PAYROLL and PAYE
Apply any student loan changes, tax code changes received from HMRC for the month – enter to Xero payroll
Check whether there are any changes to payroll – leavers – new starters – pay increases etc -enter to Xero payroll
Working from the payroll completion schedule process save the management report and make available for the monthly board meeting.
Finalise the payrolls and submit to HMRC
Managing payment of monthly subscriptions from junior, women's and deaf teams.
Reconcile the PAYE account
Liaise with directors over new recruits and payment requirements.
Payment of referee payments and reimbursements to junior, women's and deaf team
Management of fine payments (this includes payment of invoices to leagues and County FA and also managing the recovery of fines for yellow/red cards from players).
Investigate any discrepancies and correct
Balance sheet reconciliation
Reconcile PAYE control account
Reconcile VAT control account
Balance sheet reconciliation monthly
Additional tasks to be completed once processes are understood and workflow running smoothly
Management report preparation o the directors monthly
Quarterly financial return to the National League
Year end accounts and tax return preparation
Self-assessment return preparation