



## **Accounts Assistant [part-time 15 hours / week]**

Shooters Hill Golf Club is one of the premier members golf clubs in South East London, Established in 1903.

We have a vibrant club membership and are open to visiting golfers and family and business private bookings. Please visit our website for further information [www.shgc.co.uk](http://www.shgc.co.uk)

Due to the impending retirement of team member at 31<sup>st</sup> May, we are currently looking for a part-time Accounts Assistance to support the Club Manager and Honorary Treasurer with a variety of accounting operations including purchase and sales ledger and payroll processing. The ideal candidate will have a high level of attention to detail for data entry and sound IT skills. They should be familiar with and comfortable working in a small, busy office environment.

### **Experience – Essential**

- At least one year's accounting experience
- Good working knowledge of SAGE accounts, or similar software
- Use of Excel

### **Desirable attributes**

- Accounting / bookkeeping qualification
- Understanding of VAT partial exemption
- Experience working in a sporting / club environment
- Knowledge of GDPR principles and compliance

### **Main responsibilities**

- Maintaining sales and purchase ledgers, delivery notes and invoices
- Daily banking and income processing from multiple sources
- Reconciliations – bank, cash, credit cards, members cards, asset register
- Processing monthly payroll information to the payroll bureau
- Processing of new and annual renewal of membership
- Assist the Club Manager and Honorary Treasurer with month end and year end processes
- Companies House – filing of the Annual Return

**Application process** – Please email your CV and covering letter highlighting your relevant experience and why you feel you would be the ideal candidate for this position.

**Chris Cooper – Manager**     [chris@shgc.co.uk](mailto:chris@shgc.co.uk)

**Applications close on Sunday, 27 April.**