



A new team member is required at the Prestigious Brough Golf Club.

**Accounts Assistant**

The main responsibilities include:

1. The maintenance of accounting records (experienced in using SAGE) and generating accurate management information.
2. The management of the payroll records and payments system ensuring that staff are accurately paid at the correct time and for submitting monthly and tax year end returns.
3. Accurately coded VAT transactions and the submission of HMRC returns on a quarterly basis.
4. Ensuring accurate banking and cash management on a weekly basis in collaboration with staff, that all cash receipts are banked, suppliers are paid, bank reconciliations are carried out and cash balances are counted. Bookkeeping activities (sales and purchase ledgers, cash and accounts postings), cash handling, timesheets, banking, payment runs, petty cash and general queries in a busy but friendly environment.
5. Working as part of the golf club team, closely with the General Manager and Director of Finance.

The successful candidate will have relevant experience and exceptional attention to detail, with an understanding of accountancy and book-keeping, good office and organisational skills, computer literacy, and ability to work to, and sometime implement their own processes. Excellent communication skills are essential, as is a flexible approach to work and a willingness to get involved. Knowledge of golf club management systems would also be advantageous. The ideal candidate would ideally hold professional qualifications to at least AAT BTEC Level 3 or equivalent and to at least have 3 years' experience of operating computerised accounting systems, payroll systems and VAT systems ideally gained in a golf club or other similar small organisation.

Hours & Benefits:

- Part time (10 to 12 hours per week) with the salary negotiable depending on experience.
- 28 days paid holiday per year inclusive of public holidays (pro rata)
- Pension scheme
- Free parking on site
- Fantastic surroundings

To apply please email your CV and cover letter to [manager@brough-golfclub.co.uk](mailto:manager@brough-golfclub.co.uk) or send to Richard Jagger, General Manager, Brough Golf Club, Cave Road, Brough, HU15 1HB. Closing date Wednesday 19<sup>th</sup> June.