



Oxford United Vacancy

Job Title: Finance Assistant
Department: Finance
Reports To: Financial Reporting and Controls Manager
Location: The Kassam Stadium, Grenoble Road, Oxford. OX4 4XP
Hours: Full Time (potentially including some Evenings and Weekends)
Closing Date: Monday 18th November 24
Salary: Competitive
Contract: Six-Month Fixed Term Contract

Role Overview:

Providing invoicing, accounts, and administration support for the Financial Reporting and Controls Manager, both as part of a team and individually. The role plays an integral part in the administration and smooth running of the company's financial operations. The role will be based in Oxford.

Main Responsibilities (including but not limited to):

- Invoicing all our corporate clients from our commercial system Sports Alliance and ensuring all sales are invoiced
- Invoicing for player loans and any transfer receipts due whilst maintaining a log of upcoming invoices etc.
- Ensuring all purchase invoicing is input onto our accounts system
- Raising purchase orders
- Maintaining the sales ledger ensuring all cash is collected promptly
- E mailing and calling corporate customers to chase for payment where necessary
- Ensure daily cash and debtor targets are met
- Xero data entry

Skills and Qualifications:

- Full working knowledge of MS Office programs with good excel skills
- Ability to use Xero or similar accounts package
- Able to work using your own initiative
- Able to communicate with colleagues, customers and suppliers
- The ability to establish and maintain good working relationships both internally and externally
- A polite and professional manner

OXFORD UNITED FOOTBALL CLUB

Grenoble Road, Oxford, OX4 4XP

t: 01865 337500 | e: reply@oufc.co.uk | w: oufc.co.uk

Registered in England. Company No: 470509. VAT No: 302533841

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Code of Conduct

Oxford United Football Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to always act wholeheartedly in the interests of the Club. Any conduct detrimental to its interests or its relations with its customers, suppliers, the public or damaging to its public image shall be a breach of Club rules and policies. Discriminatory, offensive, and violent behaviour are unacceptable, and any complaints or concerns will be dealt with and acted upon.

Equality, Diversity & Inclusion

Oxford United Football Club are committed to ensuring that equality, inclusion, and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer, or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and as we are underrepresented in these areas; we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding and Safer Recruitment

Oxford United Football Club is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment – carried out in a spirit of partnership and openness with the child or vulnerable adult, families, and the relevant local authority.

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