



Accounts Assistant

- ❖ Permanent position
- ❖ Part-time 15 hours a week (across a minimum of 3 days.)
- ❖ This role can be adapted to school hours, with some flexibility to adjust working pattern during school holidays.
- ❖ On-site, with parking space

Henley Royal Regatta

Renowned sporting event requires highly organised individual with excellent communication skills. This role would suit an experienced Bookkeeper and/or Part-qualified Management Accountant. The successful candidate will have the ability to prioritise a varied workload and the confidence to work autonomously as well as part of a team.

It is a requirement to work extended hours and additional days leading up to and during the annual Regatta (June/July) and at year end (September).

Finance Team

The Finance team is responsible for maintaining high accounting standards for the Regatta, its merchandising & partnership operations and its registered charity, Henley Royal Regatta Charitable Trust. During the event period, the Finance team assumes additional responsibilities, including cash management and POS support, demonstrating a collaborative, all-hands-on-deck approach to ensure the successful delivery of the event.

Role & Responsibilities

With an emphasis on Accounts Payable, the Accounts Assistant will be responsible for:

- Recording all items of Expenditure and maintaining accurate VAT records
- Processing the weekly payment run to suppliers
- Monitoring accruals and prepayments, raising journals as necessary
- Preparing balance sheet reconciliations, including bank reconciliations
- Processing monthly expenses and business credit card spend
- Assisting the Head of Finance in the review of expenditure lines of the profit & loss account
- Preparation of quarterly VAT return (including partial exemption calculations)
- Liaising and working with the Auditors to ensure a timely year-end process
- Establishing & maintaining effective relationships with key stakeholders e.g. Suppliers, Stewards, Bank, Auditors and other members of staff
- Adhoc tasks and project work as required

IT Skills

Xero (Desirable) & Excel (Essential)