



LONDON STADIUM

CORPORATE SERVICES DEPARTMENT ROLE PROFILE

Accounts Assistant

RESPONSIBLE TO: Finance Manager

SALARY: £27,500 to £31,500 per annum, subject to experience, knowledge and skills

TERMS: Full-time role subject to a 3-month probationary period

THE ROLE

London Stadium are looking for an Accounts Assistant to join the team and support on providing effective delivery of the accounts payable and receivable services for LS185. The Accounts Assistant will be responsible for delivering crucial finance activities, including ensuring that supplier invoices are accurately processed and suppliers are paid in a timely manner. In addition, they will ensure that sales invoices are raised accurately and on time, debt is collected, as well as general accounting and finance assistance, including month-end and financial year-end support. The post holder will provide broader support to the Finance Manager and wider Finance Team to support the effective operation of the LS185 Finance function and the delivery of a high-quality service to our internal customers and external stakeholders.

As an Accounts Assistant at London Stadium you will work closely with other members of the finance team and internal and external partners to ensure effective delivery of the allocated programme of work and responsibilities, working with the wider finance team in achieving our overall aims.

This is a great opportunity for someone looking to further develop their career in an operational financial environment, with the opportunity to contribute to the financial success of the stadium, through day-to-day operations, a variety of projects and exciting events such as football, concerts, Major League Baseball, athletics, rugby and community events. This role will be varied and give you the opportunity to get involved in a wide range of activities. In return we offer development opportunities and many company benefits.

Please see specific duties and requirements in the Role Profile and Person Specification below.

HOW TO APPLY

If you are interested in this role, please apply through our online careers page by **11.59pm on 18th September 2024**.

First round interviews will take place in person in the week commencing **23rd September 2024**. We are looking for someone to start as soon as possible thereafter.

ABOUT LONDON STADIUM

London Stadium is the home of West Ham United with a season of home games and hosts a wide range of other exciting sporting and entertainment events including rock bands and Premier League football.



This iconic venue has hosted concerts such as Beyonce and Jay Z, Red Hot Chilli Peppers, The Weeknd and the Foo Fighters. The stadium has previously hosted sporting events such as baseball, Rugby and continue to host diamond league athletics continuing the legacy of the London 2012 Olympics.

In 2024, the stadium has an exciting calendar hosting two concerts with Foo Fighters and Burna Boy returning, as well as Monster Jam returning for the third time. The stadium also continues to be the home of different sporting events with UK Athletics hosting the biggest Diamond League event of the year and the Major League Baseball event weekend hosting US teams.

Being part of the team at the stadium makes every employee a contributor to hosting these magnificent events.

For further information about London Stadium please visit the website [here](#).

You can find all other activity and updates from London Stadium on social media here: [Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#), [YouTube](#).

ADDITIONAL INFORMATION

We want our workforce to be representative of all sections of society, and encourage applications from all parts of the community. We know that it's the difference in our people that makes the difference to our performance.

As users of the disability confident scheme, we guarantee to interview all applicants with a disability who meet the essential criteria for our vacancies.

We welcome applications from those seeking flexible working arrangements such a part-time, compressed hours, flexible hours and/or job share.

APPLICATION GUIDANCE

We would appreciate it if you would take the time to complete the Equality and Diversity Monitoring section. The information you give us will help us to refine our recruitment and employment practices and respond to the needs of the diverse range of people that our organisation comes in to contact with. All details that you provide will be kept in strict confidence and will not be viewed by any member of the selection panel.

If you would like a version of any of the application material in an alternative format, require any assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process (for example due to a disability), please do not hesitate to contact us by phone on 0208 522 6000 or by email to recruitment@londonlegacy.co.uk

Thank you for your interest, and we look forward to receiving your application.



BENEFITS OF WORKING AT LONDON STADIUM

Employees of London Stadium 185 Ltd (LS185) are eligible to an extensive range of health and welfare benefits. Please see a summary of details below. Further information will be provided to the successful candidate on appointment.

- 25 days annual leave (pro-rata for part time employees), plus bank holidays
- Discretionary bonuses will be considered for exceptional performance based on personal and company results over a calendar year
- Private medical insurance with Bupa (with option to add dependents through salary deductions)
- Life insurance and income protection with Canada Life
- Workplace pension with Royal London: our current pension match is 5% employer contribution and 5% employee contribution
- Paid sick leave
- Enhanced family leave: maternity/shared parental/adoption offer is 26 weeks full pay, 10 weeks half pay and three weeks at the statutory rate
- Additional pay leave for fertility treatments
- Suite of loans, including season ticket, childcare deposit, tenancy deposit and cycle to work loans.
- On site fitness room
- Discounted membership of just £15 per month at London Aquatics Centre and Copperbox Arena
- Learning and development, health and wellbeing, and social activities
- Selection of other discounts



Job Title	Accounts Assistant
Reports to	Finance Manager
Location	Flexible working, subject to events, based at the offices at London Stadium, Queen Elizabeth Olympic Park
Summary of Role	<p>Reporting to the Finance Manager, the Accounts Assistant is a key member of the Finance Team of London Stadium 185 (LS185).</p> <p>The primary purpose of the role is to deliver crucial finance activities, including ensuring that supplier invoices are accurately processed and suppliers are paid in a timely manner, sales invoices are raised and debt is collected, as well as general accounting and finance assistance, including month end and financial year end support. The post holder will provide broader support to the Finance Manager and wider Finance Team to support the effective operation of the LS185 Finance function and the delivery of a high quality service to our internal customers and external stakeholders.</p>

Roles and Responsibilities – Accounts Assistant	
1	Ensure compliance with Finance policies and procedures of LS185
2	Process supplier invoices and raise customer invoices, ensuring appropriate authorisation, input into accounting system using the correct cost centre and account code.
3	Prepare monthly supplier and customer aged reporting analysis.
4	Ensure creditor and debtor statement reconciliations and account maintenance, including integrity of supplier and customer details. Perform reconciliations of supplier and customer accounts as required.
5	Monitor debtor and creditor days and provide other KPIs as required.
6	Undertake credit controller activities to ensure the efficient collection of outstanding debt.
7	Maintain accurate records, filing systems and audit trail of activities undertaken.
8	Provide support to the team on balance sheet reconciliations and supporting information for journals.
9	Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement. Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation's overall delivery aims, acting as an ambassador for London Stadium.
10	Adhere to company policy and procedures while taking responsibility for your own health and safety and for that of others who could be affected by your work.
11	To undertake any other duties, not specified above, that are appropriate to the level and responsibilities of the post.
12	Comply with company regulations, policies and procedures, and embrace London Stadium values.



Person Specification

Qualifications		Essential	Desirable
1	Studying towards AAT qualification (or equivalent), or relevant experience		Yes
Knowledge & Experience			
2	Experience with transactional processes	Yes	
3	Experience of using Excel and Financial Accounting systems	Yes	
Skills			
4	Thorough, meticulous and with a high degree of attention to detail. Numerate and logical and able to maintain appropriate audit trails and backup.	Yes	
5	Excellent oral and written communication skills, including the ability to present and explain information clearly to non-finance staff.	Yes	
6	Understand the essence and purpose of governance control systems including separation of duties policy and audit trail.	Yes	
7	The ability and drive to continuously update and develop my relevant financial knowledge and expertise.	Yes	
8	Always practiced Finance to the highest ethical standards.	Yes	
9	Strong problem solving skills with an ability to identify innovative yet practical solutions to problems.	Yes	
Behavioural Qualities			
10	Ability to work unsupervised and self-motivated	Yes	
11	A genuine team player	Yes	
12	Willing to assist team members on a wide diversity of tasks	Yes	
13	Demonstrate behaviours aligned to London Stadium values	Yes	