

## Job Description

### Senior Finance Officer



Salary: £30,000 per year (Negotiable depending on experience)  
Full time, 37 hours per week. Permanent contract.

Rossendale Leisure Trust are a leading leisure & culture charity in Rossendale with a strategic aim to improve the health & wellbeing of our community. As a not-for-profit organisation, all profits are reinvested into local community services.

#### Overview

Due to an internal restructure, we are now seeking an experienced senior finance officer to work alongside the Head of Finance in our newly created finance department.

This is an excellent opportunity for someone who is either part qualified and wishes to develop their career or someone who is qualified by experience and is seeking a new challenge in a friendly, people orientated organisation, where you can truly add value.

#### The Role

- Assisting the Head of Finance in producing month end accounts and providing analysis
- Income reconciliations
- Monthly Balance Sheet Reconciliations
- Management of fixed asset register
- Management of stock systems
- Management of the accounts payable and purchase order function
- Management of invoicing process for Events Business
- Management of the cash book and bank reconciliations
- Reconciling weekly takings to EPOS system
- Processing petty cash claims and credit card statements
- Generate and submit quarterly VAT returns.

This role will suit somebody who has excellent inter-personal skills and is highly organised. Attention to detail and accuracy is essential, as well as the ability to work to defined deadlines. A working knowledge of Sage 200 and Microsoft Office is desirable. Applicants with a number of years working within a small busy finance department are preferred.

If you feel you have the required skills and attributes to carry out this vital role, please email your CV with a covering letter to Rita Potter at [rita.potter@rltrust.co.uk](mailto:rita.potter@rltrust.co.uk)

#### Employee Benefits

- Competitive company pension
- 24 days holiday plus bank holidays
- Family activity sessions
- Hospitality discounts
- Free leisure membership
- Child courses & club discounts
- Free onsite parking

Rossendale Leisure Trust is actively pursuing equality of opportunity. Applicants seeking part time or job share may be considered.



Registered address: Adrenaline Centre, Helmshore Road, Haslingden, Rossendale, Lancashire BB4 4DN

Rossendale Leisure Trust is a registered society under the Co-operative and Community Benefit Societies Act 2014.

Company Registration No. IP29747R. Charity No. XR80333. VAT Registration No. 837731605

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