**University Vandals Ltd.**

**Role: Club Accounts Administrator. Contact/Self Employed Position**

UVL Operates as a Sports club with 3 sections, Rugby Netball and Cricket—Each with thier own individual Budgets and Banking arrangements, but all accounts are combined under the main UVL heading which also manages the Facilities (inc Bar) Services and maintenance of the site.

UVL Operates Dual Signatory Electronic Banking services with HSBC, Online invoices management via Receipt bank, ([www.receiptbank.com](http://www.receiptbank.com))) and has its accounts prepared by a 3rd Party using online XERO ( [www.xero.com](http://www.xero.com) ) Accounting software.

Key financial decisions are undertaken by the Treasurer and the Board of UVL.

**Reports to –** Treasurer/Board

**Hours**- TBc

**Role Outline.**

-To provide day to day bookkeeping and records management services to UVL.

-Assist Treasurer in maintaining company accounts records and payments.

-Interface with company accountants and supply information as required.

-Prepare payments for authorisation using HSBC online banking system.

**General Tasks** ..(Weekly)

-Reconcile weekly cash takings and deal with cash as required

-Arrange suitable cash float for Bar/Tea room.

**Payments**

-Collate Hard -copy Invoices received and enter onto Receiptbank

-Receive Electronic invoices and process -enter onto Receiptbank .

-Update Receiptbank with the Ledger information publish to XERO.

-Collate and store Hard copy information as required

**Banking- (**Bi Weekly)

-Compile biweekly payment list.

-Enter invoices for payment onto relevant bank account for authorisation .

-Collate company records as required.

-Raise invoices as required.

**Payroll** (Monthly).

-Collate monthly payroll information for permanent staff.

-Circulate to Payroll Agency- circulate Payslips as required..

Other Financial activities as may be required from time to time

Contact in first Instance Keith Crabb, Clubsecretary@weybridgevandals.co.uk