



Finance Assistant

The Organisation

The British American Football Association (BAFA) is the recognised National Governing Body for the sport of American Football in Great Britain, both contact and flag. BAFA is responsible for all regulatory, competition, performance, and development aspects of the game.

BAFA are looking for a process orientated individual interested in finance to become a Finance Assistant. We are looking for an enthusiastic candidate who has an interest in developing their career and to get hands on experience in finance to support The Head of Finance in day-to-day financial tasks.

The Role

Responsible to: BAFA Financial Controller

Length of term: Open

Position type: Voluntary

Suggested hours: Up to 10 hrs p/w

Key Responsibilities

- Process invoices
- Process expenses and communicate with officers and appointed volunteers accordingly
- Reconcile the organisations bank account with Xero, our accounting system
- Assisting with processing of accounts payable and receivable
- Assist in aspects of the production of periodic management accounts and KPIs
- Analyse information to produce insightful analysis.
- Other ad-hoc duties where required by the Finance team



Key Competencies

- Must have basic knowledge of MS Excel
- Previous experience with an accounts system such as SAGE or Xero would be helpful but not required
- An accounting qualification or course work being undertaken in Finance or Accounting would be helpful
- Organised and able to prioritise workload
- Excellent communication and interpersonal skills with an ability to interact at all levels
- Work in a structured manner, deadline oriented and keep people informed of timelines
- Pro-active self-starter and team player
- Confident and personable nature with the ability to build relationships with internal and external customers

Additional Responsibilities

Role descriptions cannot be exhaustive and the post-holder may be required to undertake other duties broadly in line with the above key responsibilities.

Diversity and inclusion

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage applications from suitably qualified and eligible candidates irrespective of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnerships.

How to apply

If you are interested and meet the requirements of the role, please send your CV with two character references and a cover letter to Volunteers@BritishAmericanFootball.org no later than the 26th of Jan 2022.

You will be notified if shortlisted and interviews will be conducted shortly after.