

# Kent County Cricket Club Limited



## Appointment of Finance and Office Executive April 2018

This job description is non-contractual and is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

# Kent County Cricket Club Limited

## Introduction

Founded in 1870, Kent County Cricket Club is an English county cricket club, based in Canterbury. Kent has a long history in cricket; the first recorded inter-county match took place in 1709 between Kent and Surrey.

The club has always been a dominant force in English cricket and in particular enjoyed two periods of extreme success: the first in the years before World War I, when in the space of eight seasons were county champions four times, and the second in the 1970s when, during a golden period, 10 trophies were won.

The Club's long-term plan seeks to maintain the traditions long associated with the club, and to uphold the reputation of Kent as one of the leading cricketing counties in the country. This goal in a moving world has required change and innovation. Reliance solely on a traditional approach was threatening the sustainable future of the club.

Exciting developments have seen considerable enhancements to the club's infrastructure at The Spitfire Ground, St Lawrence and The County Ground, Beckenham. This coupled with a much-improved commercial picture and exciting advances in player development point to a positive future for Kent.

The Club has responsibility for all community cricket in Kent, meaning that it is the delivery hub for all men's and women's cricket countywide. Kent has a rich heritage of recreational cricket with the county having the second highest number of players in the UK. The county is also bucking the national trend of declining levels of participation.

Every person involved in cricket in Kent wants to ensure that the rich heritage we have been handed is maintained, nurtured and enhanced by us. The strategies in place are focused to ensure that Kent is a dominant County in relation to on-field success. The necessary ingredients to achieve that are financial stability, talent development, good management and community engagement.

Kent Cricket is at a critical phase in its history. It is crucial that we must build on the achievements of the past, the recent progress and move forward to ensure that cricket in Kent not only continues to prosper but is a leader in all aspects of cricket.

# Kent County Cricket Club Limited

**Responsible to: Finance Director**

The purpose of the job is to provide financial and office support for Kent County Cricket Club.

## **Main Duties and Responsibilities**

- Ensure sales invoicing is completed for all companies on a timely basis, allocating payments to sales ledgers in SAGE
- Preparing monthly management reports of debtors, investigating and chasing outstanding payments.
- Ensuring customer information on sales ledger is present, up to date and managed to ensure compliance with all data protection legislation.
- Banking – BACS/Cheques, credit card processing and cash reconciliations.
- Reconciliation of online ticket, membership and retail sales.
- Matching purchase invoices to purchase orders in SAGE, coding costs to the correct departments, and preparing payment runs for suppliers on a timely basis.
- Maintaining purchase ledger records to ensure supplier data is up to date.
- Back up work for Kent County Cricket Club's monthly payroll.
- In time undertake additional duties within the main office including and not limited to management of the postal account and incoming and outgoing mail, management of all office stationery requirements and supporting the customer services operation.
- Any other reasonable tasks as requested by your manager.

## Kent County Cricket Club Limited

### Person Specification: Finance and Office Executive

	Minimum	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE (or equivalent) Maths and English A – C Grades</li></ul>	<ul style="list-style-type: none"><li>• AAT qualified or equivalent</li></ul>
<b>Experience</b>		<ul style="list-style-type: none"><li>• Experience of working with Sage Line 50</li><li>• Good knowledge of accounts ledgers and month end closure procedures</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills</li><li>• Aptitude for IT</li><li>• Excellent inter-personal skills</li><li>• Self-motivated</li><li>• Strong organisational and planning skills</li><li>• Able to adapt to changing priorities and manage deadlines</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• General finance knowledge</li><li>• MS Office Word, PowerPoint and Excel</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Initiative</li><li>• Good eye for detail</li><li>• Committed to achieving</li><li>• Keen to learn and develop</li><li>• Able to maintain professional boundaries and confidentiality</li><li>• Can do attitude</li><li>• Flexible and motivated</li></ul>	

# Kent County Cricket Club Limited

## Remuneration

Excellent package

## Appointment Process

Kent County Cricket Club welcomes applications from a fully diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

In order to apply, please send full curriculum vitae with relevant biographical details (including current remuneration) and a covering letter with a personal statement on your qualification for the role.

Candidates should also send names and contact details for at least two referees (referees will not be contacted until final interview stage).

Applications should be sent as follows:

By email: [karl.smith.kent@ecb.co.uk](mailto:karl.smith.kent@ecb.co.uk)

Post: Karl Smith  
Kent County Cricket Club  
The Spitfire Ground, St Lawrence  
Old Dover Road  
CANTERBURY  
Kent CT1 3NZ

The deadline for receipt of applications is close of play (1700hrs) on Friday 13 April 2018. Please mark all correspondence "Private and Confidential".

All applications will be acknowledged and will be interviewed by a duly constituted Appointments Panel. You will be notified shortly after 13 April 2018 if you have been selected for interview. Interviews are likely to take place weeks commencing 16 and 23 April 2018.

Appointment will be subject to satisfactory references and a satisfactory Disclosure from the Disclosure and Barring Service. Having a criminal record will not necessarily preclude you from being appointed, this depends on the nature of the offences and other relevant considerations.

**Prepared by Kent County Cricket Club, April 2018**