

## Bookkeeper, National Governing Body of Sport

The Welsh Target Shooting Federation (WTSF) represents five target shooting associations at a national level for governance, funding, and major international competitions. The five member associations are; [Welsh Clay Target Shooting Association](#), [Welsh Airgun Association](#), [Welsh Rifle Association](#), [Welsh Smallbore Rifle Association](#), [Welsh Airgun Field Target Association](#). The WTSF represents these associations and their members to Sport Wales, Team Wales, the Welsh Government, British Shooting, and other bodies. The WTSF also selects, trains, and supports Welsh shooters to compete on the world stage at the Commonwealth Games, and is building upon the best-ever performance from the 2018 Gold Coast Games.

The WTSF is launching an exciting new strategy in 2020 with the vision to build a thriving target shooting network in Wales. The WTSF is seeking a bookkeeper to manage everyday finances that supports the delivery of the new strategic plan. Applicants need not have experience in target shooting sports but must be interested in developing the sport by contributing their professional skills and novel perspectives to promote efficiency and productivity improvements.

The WTSF is a proud equal opportunity organisation, and especially welcomes women, disabled, and BAME applicants to further improve diversity of thought in discussions and decision making. Similarly, the WTSF is looking to increase its use of the Welsh language, as such applications from fluent Welsh speakers are encouraged. WTSF offices are in the disability-friendly Sport Wales National Centre, and the WTSF is committed to making adjustments that facilitate interviews and employment.

### How to Apply

Welsh Target Shooting Federation is committed to recruiting a diverse, skills-based staff, and encourages applications from people from currently under-represented groups such as disabled, BAME, and women.

- Submit an up to date CV and a covering letter that explains how you meet all the Essential and any Desirable Criteria set out in the Person Specification. Email these to [mike.gross@wtsf.org.uk](mailto:mike.gross@wtsf.org.uk) or return to the address below.

- Following your application, please complete an anonymous Equality Monitoring Form [online](#) or [offline](#) and return to [mike.gross@wtsf.org.uk](mailto:mike.gross@wtsf.org.uk) or by post to: Mike Gross, Welsh Target Shooting Federation, Sport Wales National Centre, Sophia Gardens, CF11 9SW.
- The closing date for applications is 23<sup>rd</sup> July 2020.

## Additional Information

- Interviews are expected to begin in the week commencing 3<sup>rd</sup> August 2020.
- Please note: you are unlikely to be invited to interview if you do not meet all of the Essential Criteria in the Person Specification.
- The Welsh Target Shooting Federation reserves the right to close the application process early if many applications are received. We therefore advise potential applicants to submit their details (see How to Apply) as soon as possible.
- The Welsh Target Shooting Federation will endeavour to reply to all submissions individually, however this is not always possible.
- If you would like to discuss the role before applying, please contact the Governance and Operations Manager via email ([mike.gross@wtsf.org.uk](mailto:mike.gross@wtsf.org.uk)).

## Role Description

**Title:** Bookkeeper

**Working Pattern:** 8 hours per week (20% FTE), permanent part-time flexible working.

**Salary:** £11 per hour, £22,880 (FTE)

**Other benefits:** On-site parking, training budget, holiday pay, computer equipment provided, access to Sport Wales National Centre gym facilities.

**Location:** Flexible working from home and in the WTSP office in Cardiff, Wales. Applicants should be willing and able to travel to Cardiff at least once every three weeks.

## Role Summary

- To manage the everyday finances of the WTSP expenses and invoicing.
- To produce reports for financial oversight and liaise with the Financial Director to report to the WTSP board and external funding partners.
- To provide suggestions for efficiency and productivity savings.
- To act in accordance with the organisation's values, obligations, and commitments.

## Responsibilities

- Maintain accurate electronic filing systems for all accounting records using QuickBooks.
- Manage day-to-day company expenses including invoicing.
- Be the primary point of contact for finance matters to internal and external persons such as suppliers, staff, consultants, and partners.
- Produce reports with the Finance Director for WTSP board and funding partners.
- Liaise with company accountants, HMRC, and Companies House when necessary.
- Contribute to financial risk assessments and the implementation of mitigating procedures.

- Ensure compliance with financial governance requirements and maintain close relationships with funding partners.
- Contribute to the federation's strategic plans and operations to achieve long-term objectives.
- Contribute to the legal and financial integrity of the federation, as required under the Companies Act 2006.
- Establish, nurture and maintain effective working relationships with board members and WTSF staff.

Please note; the description above takes into account the core and regular responsibilities of the role at present, some additional needs may arise as the role and company develop.

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## Person Specification

The successful candidate will recognise how sport and physical activity contributes to society and the health and wellbeing of individuals. Knowledge of target shooting is not an essential requirement for the role, however applicants must have a genuine interest in supporting and developing the sport.

Previous bookkeeping experience is essential as the WTSF requires a quick starter who can hit the ground running to meet the organisation's needs. The successful candidate will need to be comfortable working constructively and collaboratively with other staff to make decisions in the best interest of the WTSF.

The WTSF is a proud equal opportunity organisation and is seeking to increase diversity of thought in decision making. Therefore women, people with disabilities, and BAME applicants are especially welcome and encouraged.

	<b>Essential</b>	<b>Desirable</b>
<b>Bookkeeping experience</b>	3 years' experience as a company bookkeeper or similar position.	5 or more years as a company bookkeeper.
<b>Bookkeeping Qualifications</b>	ACCA, ACIB Foundation Level 4 or equivalent qualifications and experience.  (Minimum qualifications for Trainee Bookkeepers)	Advanced ACCA, ACIB, or equivalent qualifications and experience.
<b>Financial Knowledge</b>	Understands the statutory, regulatory, and fiduciary requirements of a company limited by guarantee.  Can contribute to financial risk assessments and implement mitigation strategies.	Understands the financial obligations and relationships in a National Governing Body of Sport.

<b>Financial Reporting</b>	<p>Can produce and present monthly, quarterly, and annual financial reports.</p> <p>Commitment to monthly finance supervision with the Financial Director.</p>	<p>Previous Financial Director experience.</p> <p>Previous financial oversight experience.</p>
<b>Financial Software Skills</b>	Familiarity with Quickbooks accounting software to manage day-to-day processes immediately.	3 or more years bookkeeping experience using Quickbooks.
<b>General IT Skills</b>	<p>Competent with opening and producing documents via Microsoft Word and Excel.</p> <p>Competent communicating via email, phone, and online video conferencing.</p>	Previous experience producing documents and digital communications for a National Governing Body.
<b>Professional Relationships</b>	Understands the importance of maintaining professional relationships both internally and externally with partners.	Previous experience in building and maintaining professional financial relationships.
<b>Board Meeting Attendance</b>	<p>Commitment to attending WTSP board meetings and contribute to financial reporting to the board.</p> <p>(meetings are each quarter)</p>	Experience producing and presenting financial reports to a company board.
<b>Partner Meeting Attendance</b>	Commitment to periodical meetings with finance and funding partners.	Experience in financial oversight and reporting meetings within the public sector.

Welsh Language		Ability to speak, read and write in Welsh.
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