



## Accounts Administrator (Bookkeeper)

### Company Description

Founded in 1993, Labosport is a leading global consortium of testing laboratories and consultancy firms specialising in sports and play surfaces, equipment and technology. We are recognised by international and national sports and play governing bodies, including FIFA, the FA, World Rugby, FIH, World Athletics and ITF. Our collaboration with policymakers enables us to contribute to the development of standards for facilities, equipment and technology across all levels of sport, from elite professionals to grassroots communities. For more information, please visit [labosport.com](http://labosport.com).

### Job Description

- Main contact and resource for the external accountant
- Managing the sales ledger (Quotes, invoices, credit control)
- Managing the purchase ledger (Purchase orders, bill entry, bill payment, credit card reconciliation, staff expenditure)
- Banking (Reconciliation of all accounts)
- HMRC (PAYE, Quarterly VAT return, delivery / customs invoices)
- Monthly financial reporting
- Supporting the accountant with preparing the quarterly and end of year accounts
- Main contact and resource for external financial auditors
- HR support (Salaries, new starter / leavers information, holiday records, sick leave, staff records)
- Health & safety support
- Contracts (Utilities, building lease, building maintenance & repair, external contractors)
- Vehicles (Insurance, tax, breakdown cover, Dart charge, Congestion charges)
- Sales administration support (Quotes, PO's, supplier / customer questionnaires (PQQ), new client setup)
- Intercos (Reporting internal group figures)

### Key Skills Required:

- Competent using accounting tools. Experience using Xero desirable, but not essential.
- AAT Certificate Level 2 (Desirable, but not essential).
- A good standard of general education (minimum GCSE's at Grades 9 to 4 (A to C) in Maths and English).
- Working knowledge of Microsoft Office including Word and Excel. Familiar with entering and retrieving data on computer systems and online portals.
- Excellent written and verbal communication skills, with the ability to build good working relationships with our clients and colleagues. An organised individual who is reliable and always keen to help, whilst paying particular attention to detail, with the ability to work as part of a team.
- Ability to work to set procedures, processes and deadlines. You need to be well-organised and self-motivated with the ability to work on your own initiative, effectively manage your own workload and determine priorities. An ability to work under pressure and to deliver to deadlines is essential for the role.
- Ensure and maintain confidentiality of information and data at all times, in line with company policies and ISO 17025 requirements.
- A willingness to be flexible, learn and undertake a variety of different tasks.
- Previous experience working as an accounts administrator (clerk / bookkeeper) is essential.

### Working Hours:

Monday to Friday

9am to 5pm (35 hours per week)

Lunch: 1 hour

### Benefits:

- Salary: £28,000 to £33,000 depending on experience
- Nest pension scheme
- Annual bonus scheme (up to an additional month's salary)
- 25 days annual leave plus bank holidays
- Company shutdown between Christmas and New Year
- Summer and winter team activity days
- Free onsite parking

If you have questions about this job, please contact **David Rigby** at [david.rigby@labosport.com](mailto:david.rigby@labosport.com)