

TITLE OF POSITION: Finance Assistant

REPORTS TO: Head of Finance UK

KEY RELATIONSHIPS

INTERNAL:

- Reporting to the Head of Finance UK
- STH Group Finance Director
- Liaison with other Departments
- UK team

EXTERNAL:

- Suppliers
- Customers / Official Travel Agents
- Bank
- Auditors
- Other Group Companies

OVERVIEW

STH UK is a leader in the creation of premium spectator experiences through unique and innovative travel and hospitality programmes at sporting events.

We require a diligent Finance Assistant to support our UK team, business projects and operations. This position requires a candidate with excellent attention to detail and is results-orientated. The ideal person will be enthusiastic and keen to join find an inclusive, driven, high-performance team!

The successful candidate is preferred to have 1-2 year's experience in:

- Basic data input and management
- Reconciliation of payable and receivable accounts
- Reconciliation of general ledger accounts
- Liaison with suppliers and customers
- Experience of working in a finance department

STH Group is an international organisation and is proud to host teams across the globe. Due to the nature and requirement of this role, eligible candidates must have eligibility to work in the UK and commit to an office location in Richmond, London. Hybrid working may be available post-probation, subject to Line Manager agreement.

KEY RESPONSIBILITIES

GENERAL RESPONSIBILITIES

Month end

- Raise / enter intercompany recharge invoices
- Corporate Credit card analysis & entry to SAP
- Review PO logs and prepare necessary accruals

- Reallocate adhoc-income

Sales Ledger

- Create sales orders, check and dispatch sales invoices
- Resolution of customer invoicing queries
- Input and reconciliation of sales details to control logs
- Allocate bank receipts to customer accounts

Purchase Ledger

- Request vendor set up for new suppliers
- Reconcile invoices against PO logs
- Collate invoices and gain necessary authorisations
- Input invoices to SAP and log to control sheets
- Prepare payment schedules for approval and upload to bank

Payroll

- Send upload sheet to 3rd party payroll provider
- Create payroll journal
- Upload to bank and seek relevant approvals

Sales Ledger

- Take ownership of expenses portal
- Run month-end reports
- Review and post expenses to SAP
- Upload to bank

Other

- Assist the Head of Finance UK / Senior Management with ad-hoc duties as and when required
- Allocate all bank entries including purchase and sales entries
- Assist Head of Finance UK with quarterly VAT return

PERSONAL ATTRIBUTES

- Enthusiastic
- Adaptable
- Dedicated
- Meticulous
- Organised
- Articulate
- Motivated

KEY COMPETENCIES/SKILLS

- Studying early stages of ACCA / CIMA / AAT
- Strong communication skills

- Familiarity with accounting systems – SAP would be an advantage
- Strong working knowledge of Microsoft applications including Excel

COMPANY INFORMATION

Who are we?

[STH UK](#) is the UK based office of [STH Group](#), with offices in London, Tokyo, Auckland and Melbourne. Our infrastructure is underpinned by incredible shareholders of [Sodexo Live!](#) and [Mike Burton Group](#), enabling a truly global reach and service offering.

Through joining STH UK, you can be part of a motivated, empowered team that thrive on the excitement of working to bring fans to the heart of the action at the biggest sporting events in the world. We have a collaborative and driven culture and consider our team members our primary asset. We're proud to host a diverse team over multiple country offices and commit to ensuring we maintain and build an inclusive, progressive and collectively successful business. It's our team members individuality and commitment that enable us to maintain our high-performance, record strong engagement rates and offer internal development opportunities - ensuring that as we grow, they grow.

Our Company partners with event owners to make the biggest sporting events in the world even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime.

We can't wait to discuss our opportunities further with you