



## Bath City Football Club Role Description

Last updated: February 2025 (next update due February 2026)

<b>Job Title</b>	Bookkeeper
<b>Reporting to</b>	Director of Finance
<b>Employment type</b>	Part time paid position (12 – 16 hours per week initially)
<b>Salary</b>	£15 - £20 per hour based on experience
<b>Location</b>	Bath City FC, Twerton Park, Bath, BA2 1DB

About the club	<p>Bath City FC is a semi-professional football club based in Bath, Somerset.</p> <p>The club was founded in 1889 and moved to Twerton Park in 1932. It currently competes in the National League South. In 2017 it became community owned, with a closely held 75% shareholder group.</p> <p>We want to achieve success on and off the pitch, as an authentic and progressive Club, which is influenced by the community and mostly run by a dedicated team of volunteers.</p> <p>We aim to be successful, professional and efficient and to achieve long-term financial sustainability, whilst being open, inclusive, considerate and diverse. We aspire to bring people together by hosting exciting, entertaining football matches, played with a good spirit, and in a great atmosphere. We plan to organise other events to contribute to the wider community, so that Twerton Park becomes a hub for activities, organisations and services for people of the surrounding area. We intend to be an integral part of city life, not only in Twerton, but for the whole of Bath, owned by hundreds of supporters, and followed by many more. We are truly the people's club.</p>
About the role	<p>The role would suit an experienced bookkeeper with experience of using Sage Accounting, ideally including Sage Payroll.</p> <p>The main purpose and deliverables of the role are to support the Finance Director in the preparation of accurate bookkeeping records for preparation of monthly management accounts and annual accounts.</p>
Key tasks and responsibilities	<ul style="list-style-type: none"> <li>- To ensure the timely production and despatch of any invoices (e.g. rental invoices, sponsorship invoices).</li> <li>- To ensure that the company's bookkeeping is accurate and up to date. Namely:             <ul style="list-style-type: none"> <li>o Input all customer invoices and payments into Sage and reconcile weekly with the bank.</li> <li>o Input all supplier invoices and payments into Sage and reconcile supplier statements monthly.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Input all sales receipts from the online tickets sales, turnstiles sales, kit shop and catering outlets into Sage and reconcile with reports from Square, Shopify and the PDQ machines weekly.</li> <li>○ Complete weekly reconciliations of the bank account.</li> <li>○ Ensure all accounting entries into Sage are categorised correctly to enable an accurate monthly P&amp;L and forecast to be prepared for the monthly Board meetings.</li> <li>○ Advise the Director of Finance as to what payments need to be made each week.</li> <li>○ Keep a close eye on the cashflow each week to ensure the bank account remains in credit. Advise the Director of Finance of any issues.</li> </ul> <ul style="list-style-type: none"> <li>- Work with on-site retail and catering outlets to ensure accurate recording of their financial information.</li> <li>- Submit the quarterly VAT return to HM Revenue &amp; Customs.</li> <li>- Work with the Company's accountants in the completion of the year end accounts.</li> <li>- Use Sage Payroll to complete the 4-weekly payroll for the Company and post journals into Sage Accounting.</li> <li>- Review and reconcile monthly the lottery account held at HSBC.</li> <li>- Review and reconcile monthly the Player Fund held at Bath Building Society.</li> <li>- Complete any additional office administration tasks requested by the Director of Finance.</li> </ul>
Qualities and skills required	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Educated to A-level as minimum, ideally in numerical subjects such as Maths, Science, Economics etc.</li> <li>- Working knowledge of Sage Accounting software</li> <li>- Previous experience working in a similar bookkeeping role, including preparation of management accounts</li> <li>- A good communicator with the ability to deal professionally and collaboratively with stakeholders (customers and suppliers)</li> <li>- Organised with good attention to detail</li> <li>- To adhere to and live to our values statement, which is to achieve: <ul style="list-style-type: none"> <li>○ A positive, inclusive culture based on teamwork; an open and honest atmosphere; and supportive and welcoming behaviours between our employees, volunteers, supporters, guests and customers.</li> </ul> </li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Experience of being able to work on their own initiative with minimal supervision</li> <li>- Knowledge of Sage Payroll systems</li> </ul>