



# FINANCE & ADMINISTRATION ASSISTANT

## Overview:

As a Finance and Administration Assistant, you will act as an ambassador for The Pickaquoy Centre. You will be a dynamic and proactive team member, comfortable working in a fast-paced and evolving environment.

The Finance and Administration Department plays a vital role in supporting all centre operations. You will be responsible for prioritising tasks effectively to meet agreed deadlines, while maintaining a high standard of accuracy in all aspects of your work.

This role requires excellent communication skills, the ability to work independently, and the confidence to seek guidance when needed. Strong organisational and multitasking skills are essential. Full training will be provided in all relevant procedures.

## Hourly Rate:

£14.76 per hour

£26,863 per year

## No. of Hours:

35hrs per week (Mon-Fri)

Flexible working requests and/or part-time hours will be considered

## Responsible to:

Financial Controller

## Date Prepared:

June 2026

## Why work for the Pickaquoy Centre?

- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme



# Main Duties:

1. Act as the main point of contact for sports clubs, schools, and businesses regarding bookings at The Pickaquoy Centre.
2. Respond to telephone and email enquiries in a professional and timely manner.
3. Process sales invoices based on booking information and administer credit control.
4. Assist with the processing of purchase invoices.
5. Support the preparation of daily, weekly, and monthly reconciliations and reports.
6. Liaise with internal departments to resolve customer and internal queries.
7. Ensure accurate and timely data processing to meet month-end accounting deadlines.
8. Assist with daily banking procedures.
9. Maintain and update Finance and Administration filing systems (digital and paper), including confidential records.
10. Input and maintain data within leisure management software systems.
11. Support colleagues to ensure continuity of service during staff absences.
12. Maintain confidentiality and comply with data protection and financial reporting standards.
13. Assist in gathering and preparing year-end data for audit purposes.
14. Complete ad hoc administrative and finance tasks as required by the Financial Controller.
15. Adhere to all relevant policies, including Equal Opportunities and organisational procedures.
16. Contribute to continuous improvement initiatives and uphold customer service standards in line with Quality Improvement Scheme.
17. Undertake duties at other sites operated by The Pickaquoy Centre Trust, if required.

# Person Specification:

Attributes	Essential	Desirable
<p><b>Professional / Educational Qualifications -</b></p> <ul style="list-style-type: none"> <li>• Recognised administration qualification, or be working towards an accounting qualification, or demonstrate relevant experience in an office environment.</li> <li>• To be willing to undertake continuous professional development as required by the Management Team.</li> <li>• ICDL qualification in IT user skills, or an equivalent administrative qualification.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p><b>Experience and Skills -</b></p> <ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> <li>• Proficiency in Microsoft Office Applications (Excel, Word, Outlook)</li> <li>• Ability to produce work to a high level of accuracy</li> <li>• Ability to work effectively as part of a team</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p><b>Personal Qualities -</b></p> <ul style="list-style-type: none"> <li>• Self-motivated with the ability to work under pressure and meet strict deadlines</li> <li>• Strong organisational skills with the ability to prioritise tasks effectively</li> <li>• Conscientious and able to handle sensitive information with discretion</li> <li>• Excellent interpersonal, telephone, and communication skills</li> <li>• Professional personal presentation</li> <li>• Meticulous attention to detail</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p><b>Additional Job Requirements -</b></p> <ul style="list-style-type: none"> <li>• Commitment to ongoing professional development</li> </ul>	<p style="text-align: center;">✓</p>	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.