



All Star Tennis - Financial Controller/Analyst - Part time (20-25 hour per week)

Salary: £40-50,000 pro rata

Who are we?

All Star Tennis is a vibrant, friendly company dedicated to delivering high quality tennis coaching in the London area. We are the largest single borough parks tennis operation in the UK and celebrate our 25th anniversary this year! We now have plans to further develop venues, as well as adding Padel tennis to our range of services.

We are looking for an experienced Financial Controller with a high level of numeracy skills and financial awareness with experience in a similar accounting role. You will be someone who can own the entire accounts process, from day-to-day input and processing of data onto Xero through to running monthly management accounts and providing variance analysis.

Reporting to the business owners, and working in partnership with the management team, the role will be pivotal in providing key metrics and financial information to the team to support financial decisions.

Key tasks:

Financial control

- Accounts payable – posting of invoices to Xero, following invoice authorisation procedure and preparation of payment run
- Accounts receivable
- Quarterly VAT return
- Weekly bank and payments reconciliation
- Processing of refunds, reconciling credit card and petty cash expenditure
- Ownership of cost allocation to relevant cost nominal ledger codes,
- Preparation of accruals and prepayments
- Revenue recognition journals from data, and deferred revenue reconciliation
- Management of payroll

Financial Forecasting & reporting

- Preparation and circulation of management accounts, to include variance analysis
- Reporting of financial metrics
- Developing software reporting
- Preparing the annual budget

We are looking for someone who has:

- Accounting and Bookkeeping experience (3 years or more experience preferred)
- Experience of Xero

- Good organisational and analytical skills
- The ability to manage a busy workload and work independently
- Strong excel skills - including sumifs, vlookups and pivot tables
- Excellent communication skills and ability to build strong relationships
- Ideally an accounting qualification(ACCA/CIMA or similar)

What we can offer you:

This is a great opportunity to develop or expand your career in a small but stimulating business environment. In addition to giving you the opportunity to evolve in a role where you are given a healthy balance of independence and colleague support.

The role will be hybrid, working partly from home and partly on site. It is ideal for someone who can travel to and within Wandsworth to get to know our business, venues and team. Ideally you will work 4 or 5 days per week (part days) but we can be flexible on actual working times.

Please apply by sending your CV and a short cover letter to jobs@allstartennis.co.uk