



About The Auto-Cycle Union Ltd

The Auto Cycle Union (ACU) is the National Governing Body for motorcycle sport in Great Britain (less Northern Ireland). Formed in 1903, the ACU is a founding member of the World Governing Body for motorcycle sport, the Federation Internationale Motocyclisme (FIM). As such, the ACU is internationally recognised and respected for its role in furthering the interests of motorcycle sport both in the UK and on a global basis.

Domestically, the ACU provides for all forms of motorcycle sport ranging from Road Racing to all disciplines of Off Road activity (Motocross, Trials, Enduro, Grass Track and Speedway) and has successfully organised world class events such as Moto GP, World Superbikes, Motocross Des Nations, Motocross Grand Prix, Trials Des Nations and currently through ACU Events Ltd, organises the Isle of Man TT Races, Manx Grand Prix and the Southern 100 Road Racing events on the Isle of Man.

Job Title:	Finance Officer
Reports To:	Secretary General
Main Place of Work:	ACU House, Rugby
Working Hours:	35 hours per week

Overview of the Post:

The Finance Officer will be responsible for managing the daily finance operation of ACU House in providing a first-class service to the Board of Directors, Centres, Clubs, Members and staff. The Finance Officer will report to the Secretary General and responsible for managing the workload of the Finance Assistants, and ensuring the department meets reporting deadlines. With a willingness to learn, the post holder will be expected to display excellent organisational skills, great attention to detail and a positive, can-do attitude. To be successful, the post holder must be a team player and will be a naturally collaborative and inclusive member of the team.

Duties and Responsibilities:

The post holder will be responsible for the following:-

- **Cash Book**
Record all BACS, cheques, and credit card receipts received by the ACU and code to the correct department, calculating VAT where necessary. Post Sales Ledger receipts to the relevant account.
Complete bank paying in slips and take to bank.
- **Purchase Ledger.**
- **Credit Control.**
- **Sales Ledger**
Raise sales invoices as requested by staff members.
Post invoices to Sales Ledger.
Produce statements and send out at the end of each month and chase any aged debtors by phone or email.
- **Bank reconciliation - to have overall responsibility for all bank accounts.**



- Credit card statements.
Receive credit card statements and analyse the expenditure, liaising with credit card holder for invoices/ VAT receipts and coding information.
Record in cash book and post to nominal ledger.
- Credit card receipts.
Download revenue reports from the Sport80 and Zarr platforms.
Format the reports within Excel and ensure correct coding.
Record in cash book and post to nominal ledger.
- Petty cash -overall responsibility.
Receive request for petty cash via completed petty cash slip and give cash.
Record in petty cash book and post to nominal ledger.
Balance and reconcile at the end of each quarter.
- VAT return online digital.
- Bank Accounts.
Downloading daily bank statements and informing colleagues of relevant receipts. Reconcile accounts and post any automatic bank payments to relevant account.
Transfer funds as necessary to Deposit accounts to enable ACU to gain maximum interest.
Enter Deposit accounts interest on nominal ledger.
- TT -Overall responsibility.
Produce TT recharge invoices to IOM.
Reconcile IOM bank account.
- SCB Accounts/ ACU Events -Overall responsibility
Complete cash book, sales ledger, purchase ledger, VAT return as above and produce monthly management accounts, distributing to directors.
- Other-Overall responsibility.
Produce income and expenditure account for National Rally and constantly update during the year. Also, all ancillary work connected with this.
- Month end process.
Collate and send internal budget reports for each discipline.
Posting month end, year end journals.
Closing and opening the periods within Sage 200.

Qualifications, Skills & Experience:

Qualifications/Eligibility	Essential	Desirable
• Educated to GSE or equivalent, with competence gained through relevant experience.	X	
• Eligible to work in the UK (information to confirm status will be requested at interview).	X	
• Sage experience .		X
• AAT Part/full	X	
• Full driving licence.		X
Experience & knowledge		
• 3 Years accounting experience .	X	
• Microsoft packages, Word, Outlook. Excel, pivot tables, V-look ups, charts.	X	
• Displayed good time management skills, and the ability to organise information effectively, prioritise and take appropriate action to meet strict deadlines. Has excellent attention to detail.	X	



<ul style="list-style-type: none"> • Ability to work independently and use judgement, tact, and discretion in dealing with a wide range of sensitive issues. 	X	
<ul style="list-style-type: none"> • Able to delegate when appropriate and make informed decisions . 	X	
<ul style="list-style-type: none"> • A working knowledge of a sporting or member organisation . 		X
<ul style="list-style-type: none"> • A working knowledge of the motorcycle industry and or motorcycle sport. 		X
<ul style="list-style-type: none"> • Experience working with an online membership system. 		X
Key Skills		
<ul style="list-style-type: none"> • Excellent written and verbal communication abilities to liaise effectively with clubs, members, and wider environment. 	X	
<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to collaborate well with people at all levels. 	X	
<ul style="list-style-type: none"> • Integrity and discretion when managing confidential information. 	X	
<ul style="list-style-type: none"> • The ability to prioritise and work well under pressure. 	X	
<ul style="list-style-type: none"> • The capability to work with numerical information, plus analytical and critical thinking skills. 	X	
<ul style="list-style-type: none"> • A proactive mindset, ready to contribute to ACU's growth journey. Being prepared to challenge the norm and recommend change. 	X	
<ul style="list-style-type: none"> • Annual forecast and planning for all essential deadlines, monthly accounts, rebates, quarterly VAT returns, year end accounts. Ensure these are submitted in a timely manner. 	X	
<ul style="list-style-type: none"> • Knowing when to escalate issues to the Management team. 	X	