



Disability Snowsport UK

Job Description – Accounts Officer / Bookkeeper

Location: Glenmore Lodge, Aviemore. Office based with hybrid flexibility considered.

Hours: Full time, permanent role with potential for flexibility

Salary: £28,000 - £31,000

Reporting, line management to Charity CEO with reporting lines to Management Team and external Accountant.

About Disability Snowsport UK (DSUK)

Disability Snowsport UK is the UK's leading adaptive snowsport charity, with a team of staff and instructors based across the country from Hemel Hempstead to Cairngorm.

Our vision is of mountains and ski slopes free from barriers, where disabled people can learn and take part alongside family, friends and peers. It's our mission to make Snowsport accessible for everyone; regardless of disability, injury or experience.

We do this by:

- Providing expert adaptive teaching for individuals, families and groups across the UK
- Providing holidays and activities in the UK and worldwide
- Providing social and recreational skiing groups
- Working with governing bodies, training organisations and partners to widen access, increase awareness and share knowledge.

About the role:

Are you an experienced Bookkeeper / Accounts Officer looking for a new challenge?

This role is key to the financial management and reporting of the charity, as well as day to day administration and financial support to the office.

The post holder will be line managed by the CEO with support from our consultant accountant.

Key responsibilities:

- Maintaining accurate bookkeeping records and financial ledgers
- Reconciling month ends, bank reconciliations
- Preparing reports for regional managers and fundraising monitoring expenditure against forecasts and assisting in preparation of management accounts
- Budgeting and cash management
- Raising invoices, processing payments, and oversee management of client accounts
- Submitting monthly payroll to bureau.
- Assisting in the preparation of year-end financial documentation for external accountant

- Managing the day-to-day running of the office, utilities & answering the telephone when required
- Liaising with clients, members, partner organisations, suppliers and colleagues
- Providing administration support and holiday cover (as agreed with line manager)

Skills & Experience required:

- Proven Bookkeeping/Accounts experience
- Strong IT skills, with good to intermediate experience of excel
- Proven experience with sage 50, or other accounting software
- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- Able to work on their own initiative

Desirable Experience

- Knowledge of disabilities would be an advantage.
- Knowledge and passion for Snowsports.
- Confident in Data Protection processes.

Disability Snowsport UK is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex/gender, disability, religion/belief, sexual orientation, gender reassignment, marital status or age.

If you would like to find out more about the role before applying, please feel free to contact Disability Snowsport at **HR@disabilitysnowsport.org.uk** to arrange an informal discussion.

To apply please send a CV and complete the DSUK application form for this role which can be found on <https://www.disabilitysnowsport.org.uk/jobs>

We understand that AI is a useful tool, but please write your application personally. We would like to get to know you!

Unfortunately, any submissions without the application form completed will not be considered.

Applications should be sent to **HR@disabilitysnowsport.org.uk**