



Disability Snowsport UK Job Description – Accounts Officer / Bookkeeper

Location: Remote, hybrid or office based (Aviemore/Manchester) – with travel across the UK as required.

Hours: Full time, permanent role with potential for flexibility

Salary: £32,000 - £38,000 depending on experience

Reporting to Charity CEO with reporting lines to Management Team and external Accountant. Line management of bookings administrators (Job share, 1 FTE).

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:

This is a great opportunity to grow into the role or step up and lead, depending on your experience and career aspirations.

For the right candidate, this position offers real scope for development. You'll gain hands-on experience across a wide range of responsibilities, with ongoing support from the current interim post holder—a Chartered Management Accountant—helping you build confidence and capability, either over the longer term or as you progress into taking more responsibility.

For more experienced applicants, this is a chance to take ownership of the charity's finance and administration function. You'll play a key role within the leadership team, working closely with the CEO and Senior Management Team to shape the organisation's future. From preparing annual budgets and management accounts to contributing to strategic projects, you'll have the autonomy to make the function your own. You will be responsible

for the charity's financial processing, management and reporting. You'll work on everything from day-to-day transactions and banking to longer-term financial planning and budgeting, alongside supporting essential administrative processes.

If it's your ambition to be a charity senior leader or CEO, the post offers valuable exposure to the operational and strategic workings of a busy organisation.

DSUK is a special organisation and full of passionate, interesting people. We want to hear from you if you have great attention to detail, can problem solve and like thinking about how things could be better whilst enjoying the day to day of getting things done.

The charity has been through a period of recovery and change post pandemic, and we're excited about building true sustainability and growth for the future.

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
- Assisting in preparation of management accounts
- Budgeting and cash management
- Raising invoices, processing payments, and oversee management of client accounts
- Assisting in the preparation of year-end financial documentation for external accountants
- Liaising with accountants and responding to financial queries
- Managing the day-to-day running of the office, utilities & answering the telephone
- Liaising with solicitors, estate agents, lenders, and clients
- Providing administration support and holiday cover (as agreed with line management)
- Providing line management for two part time bookings administrators (1 FTE)

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 by 5pm on Monday 18th May which can be found on www.disabilitysnowsport.org.uk/

Unfortunately, any submissions without the application form completed will be unable to be considered.

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