

Job Title: Assistant Accountant/Assistant Finance Officer
Line manager: Chief Financial Officer (CFO)
Location: McDiarmid Park, Perth
Contract: 25/30 hours per week
Salary: £31,200 Full-time equivalent



We are currently seeking an Assistant Accountant/Assistant Finance Officer to support our Finance department. Our office hours are Monday to Friday 9am – 5pm and you will be required to work 25/30 hours per week.

The Role

Reporting to the CFO, you will work as part of team to support the Finance Department. You will assist with accounts preparation to Trial Balance, prepare and reconcile VAT returns, process sales and purchase ledgers and payroll.

Main responsibilities

- Process purchase and sales invoices
- Assisting with accounts preparation to Trial Balance
- Support preparation and reconciliation of VAT returns
- Reconcile aged debtors and creditors
- Prepare weekly supplier BACs payment runs
- Carry out bank, cash and nominal reconciliations
- Review trial balances and support month-end processes
- Prepare balance sheet account reconciliations
- Provide backup to payroll administrator

Personal Qualities and Experience

- Strong Intuit Quickbooks (or similar accounting systems) and good knowledge of Microsoft Office applications particularly Excel
- Payroll knowledge (although regular payroll processing not required)
- Strong communication and organisational skills
- Excellent attention to detail
- As part of a small team, you will be required to be flexible and adaptable

Benefits

This is an excellent opportunity to be part of our Club. The role offers some flexibility in terms of hours, free onsite parking, entry to home league games and subsidised lunches. Pension scheme available to eligible employees.

To apply for this position please submit CV and covering letter by email to AndrewLitster@perthsaints.co.uk Please ensure your full name and the job title of this advert is in the subject header of your email.

Closing date for applications 30 March 2026.