



## Finance Administrator

British Dressage is the National Governing Body for the Olympic and Paralympic sport of dressage in the UK. There has never been a more exciting time to join the team at British Dressage and be part of the fastest growing equestrian sport. Following the success of Tokyo 2020, the sport is enjoying a public profile like never before, with over 18,000 members taking part in more than 2,500 days of affiliated dressage competition every year.

An exciting opportunity has arisen to join the team at British Dressage in the role of Finance Administrator, with specific responsibility for managing our post room and shop. We are looking to appoint an enthusiastic and proactive individual in this vital role to support our finance team at our head office in Meriden, near Coventry.

You will provide general administrative support for the finance function, as well as have responsibility for the fulfilment of merchandise orders from our online shop, managing the dispatch to customers and maintaining adequate stock levels. You will also be required to manage the record keeping and data input into Sage.

This role requires someone with good financial literacy to deliver administrative support to the finance team, as well as provide excellent customer service for members ordering from the shop. You should be able to demonstrate that you are organised and have the ability to work to tight deadlines, whilst maintaining high standards of accuracy. You will be friendly, personable, positive and remain calm under pressure.

You will be a reliable team player with good working knowledge of Sage Accounts and Microsoft Excel and Outlook. This will be a full-time role based at our head office in Meriden, West Midlands. Standard office hours are 9.00am until 5.00pm, Monday to Friday.

To apply, please send a copy of your CV and a covering letter, outlining your suitability for the role, to our Financial Controller, Claire Preston: [claire.preston@britishdressage.co.uk](mailto:claire.preston@britishdressage.co.uk).

For more information, please email Claire, or refer to the British Dressage website for a copy of the full Job Description: [www.britishdressage.co.uk](http://www.britishdressage.co.uk).

**Salary range: c. £18,000 – £20,000, subject to level of experience**

**Closing date: 30 May 2022**

**Interview date: w/c 6 June 2022**