Job specification for Financial Controller at AFC Wimbledon (Closing date 17.00 on Friday 5th Feb 2021). Please send a CV and covering letter to recruitment@afcwimbledon.ltd.uk if you are interested in this role.

The role of Financial Controller will report directly to the Chief Executive Officer. The Financial Controller has responsibilities that include:

- A member of the Football Club Board, providing an overview on the latest financial picture in addition to challenging and interrogating proposals put forward by other board members
- Reporting up into the club’s two oversight boards to provide an update on the latest financial position (roughly two evening meetings per month)
- A member of the Stadium Financing Committee, which has responsibility for securing the long-term financial security of the club
- Regular tracking of the first team player spend against agreed budget
- The day to day running of all AFC Wimbledon’s accounting functions, using Sage and Sage Payroll
- Lead representation for the club when dealing with loan providers, catering contractors and other partners of strategic importance
- Supervision of all transactions including cash, cheques, credit cards, purchase ledger, sales ledger and nominal ledger transactions
- Preparation and reporting of AFC Wimbledon’s monthly management accounts and balance sheet reconciliations
- Preparation of annual budgets and forecasts
- Preparation of mid to long term budgets and forecasts
- Preparation of statutory accounts and liaision with the auditors
- Ensuring all Companies House information is correct and up to date
- Preparation and submission of all financial reporting to the Football League and the Football Association
- Ensuring insurance policies cover all known risk areas
- Supervision and approval of all monthly payroll with submissions of Auto Enrolment Pensions and P32 reports to HMRC and People’s Pension
- Ad hoc projects

Job Requirements

- Qualified accountant with at least three years post qualification experience
- Knowledge of the sports industry (football experience preferable)
- Experience of using Sage is desired but not essential
- A pragmatic attitude with ‘hands-on’ approach to dealing with all manner of tasks
- Prior experience of working in the football industry is preferred
- Availability to work on home match days (usually a Saturday) when required

Direct Reports

- Line management of an Accounts Assistant, who will perform many of the day-to-day transactions, the Head of IT and the Head of HR

Salary Range

- £50,000 - £55,000

AFC Wimbledon is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion or belief, sex or sexual orientation.

AFC Wimbledon is committed to safeguarding all children, young people and adults are risk involved in its activities and events. The group recognizes its responsibility to safeguard the welfare of vulnerable groups by a commitment to procedures to protect them. The group additionally expects all staff and volunteers to fully support and promote these commitments.

Plough Lane Stadium, Plough Lane, London, SW17 0NR
E: info@afcwimbledon.co.uk      Website: www.afcwimbledon.co.uk
Registered in England No. 4458490.      Vat No: GB834 8734 00