



Barnsley Football Club

Job Description

Job title:	Finance Manager
Reports to:	Finance and Operations Director
Department:	Finance
Location:	Oakwell Stadium, Barnsley
Salary:	Competitive
Date:	10 November 2022
1. Job Purpose:	<p>The Finance Manager will have overall responsibility for the Club's financial reporting function and production of timely and accurate management information.</p> <p>The Finance Manager will ensure that the Club's financial performance is in accordance with EFL regulations (Profitability and Sustainability "P&S", Salary Cap Management Protocols "SCMP"), annual budget planning and all other aspects of the Club's financial controls.</p>
2. Specific Tasks / Responsibilities:	<ul style="list-style-type: none"> • Monitor the financial performance of the Club, measuring against appropriate KPI's, recommending and implementing cost savings and increased revenue opportunities. • Implement and develop efficient processes, systems and controls for the finance function and wider functions within the Club. • Ensure that the budgeting and financial performance of the Club is compliant with P&S and / or SCMP regulations and produce required submissions and monitoring processes. • Prepare, monitor and forecast the organisational budgets and cashflows for short and medium term. • Ensure financial procedures are followed, providing updates on planned and committed expenditure. • Carry out regular finance meetings with budget holders and / or members of the senior management team. • Ensure all relevant submissions are made in a timely and accurate manner. • To prepare comprehensive monthly management accounts for the Board. • Liaise with the Club's statutory auditors and HMRC to meet all regulatory requirements. • Perform and submit quarterly VAT returns. • Submission of grant funding applications and reporting for the Academy EPPP returns and other grant funding opportunities. • To directly line manage the Finance Assistant. • To comply with all Club policies and procedures. • To represent Barnsley Football Club in a professional manner at all times. • To be able to work flexible hours as and when required.



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	<ul style="list-style-type: none"> To undertake any appropriate tasks assigned to you.
3. Admin / Team Support:	<ul style="list-style-type: none"> Ensure Data Protection Policies are upheld and adhered to at all times.
4. Personal Specification:	The ideal candidate will have skills and experience in the following areas: Essential (E) Desirable (D)
4.1 Qualifications / Experience:	<ul style="list-style-type: none"> Qualified to ACCA, ACA or CIMA standard (E) Accountancy firm practice background (D) Experience in a fast-paced industry (E) Experience in a similar financial role (E) Experience of immediate term and longer term cashflow modelling and forecasting (E) Experience in collating data from different sources and systems (E) Experience of working to tight deadlines (E) Experience of working with confidential and sensitive information (E)
4.2 Skills / Knowledge:	<ul style="list-style-type: none"> Excellent MS Excel skills and competent in other MS office products (E) Excellent working knowledge and experience with Sage Line 50 accounting software (E) Excellent oral and written communication skills (E) Ability to work independently and as a member of the finance team (E) Ability to plan and regulate workloads including prioritising demands and thriving under pressure (E) A positive 'can do' attitude (E) Strong commercial awareness and business acumen (D) Knowledge and experience of payroll processing and associated RTI, HMRC and pension requirements (D)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.



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Safeguarding

Barnsley Football Club ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position. We ensure that the Club meets its commitment to safeguarding by promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. The DBS decides whether it is suitable for a person to be placed on or removed from a barred list.

Equal Opportunities

Barnsley Football Club ensure that all job applicants are considered equally and consistently. We ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability or age.

Right To Work In UK

Barnsley Football Club ensure that applicants are entitled to work in the UK without approvals and have the appropriate documentation to validate this.

How to Apply

To apply, please email your CV with a covering letter and a return email address to jean.hall@barnsleyfc.co.uk

Closing date: Friday 25 November 2022.

Due to high-levels of interest, this post may close early so early application is advised.