



Job Title: Finance Apprentice
Reports to: Head of Finance
Location: Bloomfield Road, Blackpool
Hours: 37.5 per week
Salary: £9,750 per annum (equivalent to £5.00 per hour)

Job Purpose:

Blackpool Football Club is recruiting for an enthusiastic, ambitious, pro-active, and motivated Finance Apprentice to join the existing team. Someone to support the Finance team in the maintenance of the financial records and the production of the management accounts. We are looking for someone to proactively own the banking, procurement and sales invoice side of the business, while also supporting the production of monthly management accounts.

This is a Full-Time position; the role will support Blackpool Football Club, Blackpool Football Club Hotel and Blackpool FC Community Trust. The role will also include study support for AAT Level 3, with the requirement of attending college 1 day a week.

This role offers an exciting opportunity to become a part of a growing, professional Football Club and Community Trust, while studying for a professional qualification.

Key Responsibilities and Duties:

- Assist the Finance function in the production and processing of financial data.
- Assist with the preparation of month end and year end financials for BFC Group and BFCCT.
- Assist in cash control and banking processes.
- Assist in maintaining accurate accounting ledgers, matching purchase invoices as appropriate and raising sales invoices as needed.
- Assist in the management and distribution of petty cash.
- Assist in the cashflow management process.
- Assist with the annual audit process as required.
- Organising and processing payment runs.
- Assisting in reporting to external bodies including HMRC and ONS.
- Any other reasonable duties as directed by the Head of Finance

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the club.



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Person Specification		
	Essential Requirements	Desirable Requirement
Qualifications		<ul style="list-style-type: none"> Standard grades in English and Maths (as a minimum.)
Experience		<ul style="list-style-type: none"> Previous experience in an appropriate role.
Knowledge & Skills	<ul style="list-style-type: none"> Accuracy and attention to detail. Able to communicate, listens, interprets and conveys information. Be willing to learn and take on additional responsibilities subsequent to progression. Good IT skills particularly in Microsoft Office applications including Excel. 	
Personal Qualities	<ul style="list-style-type: none"> A quick learner with the ability to work independently. Good initiative, enthusiasm, problem-solving approach to new challenges. Have excellent written and verbal communication skills. Demonstrates honesty, integrity, reliability and the ability to ensure confidentiality at all time. Good organisational and time management skills. Works within a team environment, co-operates with others, considers the needs of others and helps others to achieve objectives. A strong commitment to their own personal development. 	

To apply for the position please submit an application form and a covering letter detailing how you meet the criteria for the role to HR@Blackpoolfc.co.uk or Blackpool Football Club, Bloomfield Road, Seasiders Way, Blackpool, FY1 6JJ.



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As part of your application, please also complete our Diversity Monitoring Form and return it to HR@Blackpoolfc.co.uk.

The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

Closing date for applications is **Friday 19th August 2022**



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Bloomfield Road, Seaside Way, Blackpool, Lancashire FY1 6JJ
W blackpoolfc.co.uk E info@blackpoolfc.co.uk T 01253 599745



Safeguarding: Blackpool Football Club Ltd and the EFL are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Posts advertised may require Enhanced Criminal Record Checks and may include checks against the Barred lists, as such it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions, including spent convictions that have not been subject to filtering by the DBS should be declared.

Recruitment checks: You will also be required to provide details of referees for the previous five years working history or referees whilst in full time education.

Equality and Diversity: Employees must always carry out their duties with due regard to Blackpool Football Club's policies and procedures. The employee must ensure a positive commitment towards equality and diversity treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Inclusion and Anti-Discrimination Mission Statement: At Blackpool Football Club we aim to provide an enjoyable experience for all supporters and hold inclusion and anti-discrimination at the core of our values. We are committed to creating an environment which welcomes and respects people from all communities, promoting equality and diversity at Bloomfield Road and its associated premises. As a Club we recognise the nine protected characteristics (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation) under the Equality Act 2010 and will play an active role in supporting inclusion and putting an end to discrimination.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Blackpool Football Club is an equal opportunities employer.



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