



## **CLUB FINANCIAL REPORTING OFFICER**

**EFL House, Preston**

**35 hours per week**

**£35,000 - £40,000 per annum, dependent on experience**

**(Flexible working arrangements and job share arrangements are available)**

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Reporting to the Club Financial Reporting Manager, the Club Financial Reporting Officer will be responsible for assisting the Club Financial Reporting Manager in the financial monitoring of all Clubs in line with EFL Regulations, and carrying out key financial data analysis and benchmarking to support the Executive Leadership Team and EFL Board of Directors.

The successful candidate will be able to demonstrate the following:

1. Qualified Accountant (ACA) with at least 1 year of post-qualification experience
2. Experience in reviewing financial statements and detailed financial forecasts.
3. A proven ability to review and query the work and assumptions of others, particularly those at Executive and Board Level.
4. Advanced knowledge of Microsoft Office packages especially Microsoft Excel.
5. Evidence of previous work in dissecting numerical data in order to produce summary reporting.
6. Excellent attention to detail including a good standard of English language and numeracy.
7. Excellent written, telephone and interpersonal skills.
8. A proven ability to meet a variety of deadlines throughout the season.
9. Experience of working with extremely confidential and sensitive information.
10. Experience of building and sustaining good working relationships with both Executive and junior level employees.

### **Inclusion Statement**

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

### **Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice



website.

The EFL is taking steps to become a more inclusive employer, by integrating Equality, Diversity & Inclusion into all aspects of the business. We hope by doing so, we can attract the very best in diverse talent and create a more inclusive culture, where people come to work feeling comfortable in being their authentic selves, allowing the EFL to continuously enrich our workforce, evolve how we work and embrace difference in thought and ideas. So we can become fully representative of our local community and fan base we serve.

For a full job description and application form, please visit [www.efl.com](http://www.efl.com). Completed application forms should be returned to [jdexter@efl.com](mailto:jdexter@efl.com).

**Closing Date:** **Tuesday 10<sup>th</sup> August 2021.**

**Interview Date:** **To be confirmed.**