



## **JOB DESCRIPTION**

**Title:** Club Financial Reporting Officer

**Department:** Finance

**Reporting to:** Club Financial Reporting Manager

Formed in 1888 by its twelve founder members, the EFL (English Football League) is the world's original league football competition and is the template for leagues the world over. With 72 member Clubs, it is also the largest single body of professional Clubs in European football and is responsible for administering and regulating the Sky Bet EFL, Carabao Cup and Papa John's Trophy, as well as reserve and youth football. EFL, through its charity the EFL Trust, also oversees the inspiring work of its member Clubs' community teams, engaging with more than 1.5million people every season.

Employees have key objectives to offer the highest standard of service and administration to the Clubs within the EFL; maximise income available through sponsorship, television rights and advertising; and enhance and protect the reputation of the EFL and its competitions both on and off the pitch.

The EFL is taking steps to become a more inclusive employer, by integrating Equity, 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.

### **Purpose**

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.

### **Main areas of responsibility**

- Monitoring of the Championship Profitability & Sustainability Rules, including the review and testing of Club submissions.
- Responsibility across all Championship financial reporting requirements.
- Monitoring of the Salary Cost Management Protocol for League One and League Two including the management and review of Club submissions. Performing reviews on a real-time basis for the purpose of approving Player Registrations during the Summer and Winter Transfer Windows.
- Assisting with the financial review of Club changes of control including the appraisal of proposed business plans.
- Monitoring of Club's financial performance against agreed business plans following a change of control or Loan funding draw downs.



- Preparation of financial data analysis and benchmarking reports for the Executive Leadership Team, EFL Board and Member Clubs as part of the ongoing review of Club financial rules and regulations.
- Data collation, analysing and modelling of Club finances as and when required.
- To maintain a professional, business-like approach when representing the EFL with both internal and external stakeholders ensuring the reputation of the EFL is maintained and enhanced at all times.
- To maintain and develop knowledge and skills relevant for the position of Club Financial Reporting Officer and working within the Football Industry. To be achieved through CPD opportunities and keeping abreast of regulation and industry changes, through regular updates and personal research.
- To play a part in creating and maintaining an inclusive environment, through having a general awareness around and respect for internal EFL work around Equity, Diversity & Inclusion.

## Person Specification

The successful candidate will be able to demonstrate the following:

### Essential Requirements

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

### Desirable

- Experience of Football Finance and the Generally Accepted Accounting Principles used by Football Clubs.
- Experience of working in finance within the professional football industry.