Job Title | Trainee Management Accountant  
Department | Finance  
Responsible to | Financial Controller  
Location | EFL House Preston (Hybrid)

**About the EFL**

Formed in 1888, the English Football League (EFL) is the world’s original league football competition and remains the largest single body of professional Clubs in European football. The League is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Papa John’s Trophy competitions, as well as reserve and youth football.

With 72 member Clubs that embody the unique heritage, pride and passion of the communities they represent, the impact of EFL Clubs extends far beyond 90 minutes on matchday. Through the League’s charitable arm, the EFL Trust, EFL Clubs actively engage with the communities that surround and support them, overseeing inspiring and life-changing work via a network of almost a million participants on a year-round basis.

**Purpose**

Reporting to the Financial Controller, the Trainee Management Accountant will assist The Football League’s Finance Department in its day to day duties whilst gaining extensive exposure in aspects of accounting within an elite sports environment, whilst continuing to study towards a professional qualification.

**Main areas of responsibility (included, but not limited to):**

1. Management information and accounting package:
   a) Assist with the preparation of monthly management accounts in a timely manner, aligned to a planned deadline schedule for all Group entities;
   b) Prepare analysis for business partnering with department heads, focusing on monthly management accounts, actuals vs budget and providing updates to the current forecasts;
   c) Maintain ledgers with the Financial Assistant for sales, purchases, cash book and nominal ledgers for all Group entities;
   d) Reconciliation and analysis of nominal ledger accounts to assist with budget monitoring and forecasting;
   e) Assist with the preparation of yearly budgets with the Financial Controller and Finance Manager;
   f) Assist with HMRC and Government reporting requirements.
2. Financial Year End:
   a) Assist with the preparation of the Year End schedules and audit file for review by the Financial Controller and CFO;
   b) Liaise with auditors and provide information in a timely manner;
   c) Assist with Year End statutory accounts preparation

3. Other Football Club Matters:
   a) Analysis of financial information and other football data for reporting purposes;
   b) Design and produce graphs, charts and tables using analysed data.
   c) Assistance with other ad-hoc duties of the finance department and projects as and when required.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate: -

- Experience of posting financial journals and assisting with monthly management accounts within an agreed strict timetable.
- Experience of using Microsoft packages, with particular skills in Excel.
- Good attention to detail including a good standard of English language and numeracy.
- Excellent written, telephone and interpersonal skills.
- A proven ability to work under pressure.
- Experience of working with extremely confidential and sensitive information.
- Contribute to promoting equality and diversity as part of the culture of an organisation.

Advantageous

- An awareness of the EFL and its 72 member clubs.
- Knowledge and interest in the Professional Football Industry and Financial Distributions that operate within Football.
- Experience of VAT compliance and dealing with External Auditors.
- Experience in using Microsoft Great Plains Accounting Package & Concur Invoice and Expense packages.

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