



Huddersfield Town AFC – Management Accountant

Competitive Salary and Benefits Full-time, Permanent

An opportunity has arisen for a suitably qualified and experienced individual to join our Finance team, working closely with the Finance Director and Financial Controller. This is an important role in our structure, to ensure ongoing outstanding financial management of the Club.

This is a broad and varied role in which you will be required to fulfil a range of accountancy-related duties including preparing the monthly payroll, cash flow forecasts, maintaining ledgers, producing the management accounts accurately and in a timely manner, and ensuring compliance with all statutory reporting processes.

Candidates must have previous, proven experience in an accounting role, preferably within a sporting environment, incorporating ledger work and producing management accounts. Applicants must hold a recognised Accounting qualification, for example, ACCA/CIMA/ATT or equivalent, combined with excellent IT skills, particularly with Microsoft Excel, high-level numerical skills and outstanding attention to detail.

The successful candidate will be solution-oriented and well-organised with effective time-management and communication skills, and the ability to work both independently and as part of a team.

We receive a high volume of applications for our vacancies and as such we encourage you to ensure that your application details how you feel you match our requirements. Further information regarding the role and the personal and professional attributes we require are detailed in the job description and person specification for the role.

To apply for this position, please forward your CV and covering letter to jobs@htaafc.com by **12 noon on Monday 24th May 2021**, also stating your salary expectations


The volume of applications received prevents us from being able to provide feedback at short-listing stage.

Safeguarding

Huddersfield Town AFC is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Equality & Inclusion

Huddersfield Town AFC and the Huddersfield Town Foundation are committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued and included, and supported to achieve their full potential. We offer a range of family-friendly and inclusive employment arrangements and we have a zero-tolerance approach to any form of discrimination.



We are committed to the redress of any inequalities by taking positive action where appropriate.

We are a Disability Confident Leader and welcome applications from candidates with a disability. We are also seeking to diversify our workforce, in particular by gender and ethnicity.

We welcome applications from all individuals who believe they meet the criteria for the role as set out in the person specification.

Further information about Huddersfield Town AFC, and what it is like to work with us can be accessed from the Careers section of our website:

<https://www.htafc.com/club/careers/>



Job Description

Post Title

Management Accountant

Department/Location

Finance, The John Smith's Stadium

Reports to

Finance Director

Purpose of the Role:

Working to the Finance Director, with regular day-to-day contact with the Financial Controller and members of the Board, the post holder will be responsible for a range of activities including the compilation of management accounts for Huddersfield Town AFC.

The post holder will also undertake other duties within our busy Finance department, as may be required from time to time, and which include but are not limited to those duties detailed below.

This is an important role in the organisational structure, as outstanding financial management is fundamental to the continued success of the Club.

Functional Links

Internal: Finance Director
Financial Controller
Finance Team
Board of Directors
All staff and managers throughout the Club and Huddersfield Town Foundation

External: Including but not limited to:
HMRC
Pension Scheme Provider
Auditors
Football Association
Other Football Authorities including the EFL and Premier League

Key Performance Indicators

The post holder will contribute to and measured in relation to:

- Outstanding financial management of Huddersfield Town AFC;
- Safe and secure accounting procedures, including both expenditure and income;
- Timely production of management accounts to inform the organisation's decision-making.



Role Specific Responsibilities

The key responsibilities of the position of Management Accountant will include:

- Specific ledger responsibilities including posting journals, pre-payments, accruals, and the preparation of thorough monthly nominal ledger reconciliations;
- Preparation of the management accounts and KPI reporting and related variance analysis, liaising with other departments as appropriate (for example, player salaries, cost variances, commercial agreements and sponsorship deals);
- Preparation of rolling weekly cash flow forecast and associated variance analysis;
- Preparation and processing of monthly payroll, together with associated analyses and reconciliations;
- Preparation of the VAT returns and other tax compliance, and related accounting;
- Maintenance of the fixed asset register;
- Assisting with the compilation of annual budgets and forecasts (P&L, Balance Sheet and cash flow) and variance analysis thereon;
- Assisting with the preparation of statutory accounts;
- Liaising with external auditors and advisors as appropriate;
- Working closely with the Financial Controller and other members of the Finance team to continually improve the quality and depth of financial reporting across the group;
- Assisting with the preparation of submissions to the EFL and other football authorities;
- Assisting with the development and implementation of new or revised policies and procedures; and,
- Working collaboratively with other departments.

The post holder will be required to undertake any other duties as required by the Finance Director and/or any other Senior Manager/Director.

Behaviour/Conduct

The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;

- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be always respectful of others and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. and The Huddersfield Town Foundation Ltd. are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post holder will be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and commits themselves to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in May 2021.

The proposed review of this Job Description is July 2022.

Person Specification

Post Title

Management Accountant

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> A minimum of five years' experience in a corporate organisation, with some sports industry experience preferred. Proven experience of management accounting. 	<ul style="list-style-type: none"> Previous experience within a football club.
Qualifications	<ul style="list-style-type: none"> Qualified professional (e.g. ACA, ACCA, CIMA, ATT, CTA) with a strong academic record. 	<ul style="list-style-type: none"> Educated to degree level in a relevant discipline.
Specific Skills and Knowledge	<ul style="list-style-type: none"> Strong financial accounting skills. High level of IT literacy, in particular Excel and standard accounting packages. Strong analytical skills, both quantitative and qualitative. Pride in producing high quality, accurate and timely information, with high attention to detail. Good understanding of financial controls and the practical application of policies and procedures. Self-motivated with a flexible approach to workload, good planning and organisational skills and an ability to operate independently. 	<ul style="list-style-type: none"> Experience of Opera payroll.

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (continued)	<ul style="list-style-type: none"> • Disciplined approach to work including the ability to work under pressure to manage conflicting priorities and meet tight deadlines. • 'Hands-on' and proactive with a positive 'can do' approach. • Excellent communication skills with the ability to liaise in a professional manner with people from all backgrounds. 	
Additional Requirements	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to meet the demands of the role. • Able to work on own initiative and as a member of a team. • Suitable to work in an environment in which there will be contact with children and young/vulnerable adults. • Committed to equality and diversity initiatives, and anti-discriminatory practice. 	<ul style="list-style-type: none"> • Lives within a reasonable distance to travel to work.