



## JOB ROLE AND PERSON SPECIFICATION

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Financial Controller
<b>Type of Position</b>	Permanent
<b>Working Pattern</b>	Full Time 37.5 Hours Monday - Sunday
<b>Salary</b>	DOE
<b>Role Summary</b>	To ensure the efficient day to day financial management of the club  To provide strategic leadership, innovation and direction on all financial matters, providing the club with a sustainable platform from which to operate
<b>Key Duties</b>	<p>Ensure that proper systems are kept in place to efficiently manage all financial aspects of the club including cash handling, payments and invoicing, VAT returns, PAYE etc, as well as compliance matter.</p> <p>Maintain effective control of all agreed budgets, producing concise and timely management reports</p> <p>Provide up to date, timely financial information, management reports, forecast figures, sales trend data etc to enable CEO, HoDs and club directors to make informed decisions on business objectives</p> <p>Arrange and manage the internal and external audit process</p> <p>Maintain a detailed risk strategy, enabling the club to anticipate and effectively manage cashflow and loan commitments</p> <p>Support club officials in preparing detailed financial bids for grant/loan funding</p> <p>Ensure the club operates in line with all legal requirements and standards of propriety, providing full transparency to members in all our dealings</p> <p>Provide expert advice and guidance to the CEO and club board</p>

<b>PERSON SPECIFICATION</b>	
<b>Qualifications</b>	CIMA or ACA, ACCA Qualified or equivalent.
<b>Experience</b>	At least 12 months post qualified experience. Experience of working in IPS/non-profit environment -Desirable
<b>Knowledge</b>	Good working knowledge of current accounting software systems. Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock
<b>Skills/Competencies</b>	<p>Strong analytical skills and an ability to input and interpret complex data using IT systems.</p> <p>Experience of forward thinking, anticipating potential problems, meeting critical deadlines and performing under pressure.</p> <p>Ability to work alongside senior managers and give advice while building good working relationships.</p> <p>Ability to work on strategic development and change at the most senior level.</p> <p>Experience of persuading, influencing and aiding others in decision making and implementing change.</p> <p>Ability to remain customer focused and have business awareness in order to assist non-financial managers/directors in providing an efficient service.</p> <p>Excellent time management skills.</p>