

# SCUNTHORPE UNITED FOOTBALL CLUB

Job title: Finance Manager

Department: Accounts

## ROLE / PURPOSE

The Finance Manager's role is to deal with day-to-day financial administration of the Football Club and to provide advice on financial matters. They report to the Chief Executive Officer.

## MAIN DUTIES AND RESPONSIBILITIES

### **Finance**

- Daily cashflow forecasting, maximising cashflow at all times.
- Preparation and presentation of annual budgets.
- Preparation of monthly management accounts and monthly reconciliation of balance sheet accounts.
- Daily income reconciliation and reporting.
- Ownership of purchase order process and procedure.
- Control of petty cash.
- Resolve invoice and payment queries.
- Process expenses.
- Process the monthly payroll and other payroll reports e.g P11d's.
- Preparation and submission of VAT return via MTD.
- Ownership of new starter process for payroll.
- Chase outstanding payments.
- Send out statements.
- Compile and analyse financial reports where requested, including EFL requirements on gate statements, Salary Cost Management Protocols and Season Ticket Returns.
- Liaise with auditors for year-end audit and prepare year-end pack.
- General housekeeping, scanning, filing and responding to telephone queries.
- General office administration.

### **Other responsibilities**

- Lead on Equality, Inclusion & Diversity
- Lead on EFL Green Clubs Initiative and Sustainability
- All staff have safeguarding responsibilities

## RESPONSIBLE TO (REPORTING RELATIONSHIP)

Chief Executive Officer.

## RESPONSIBLE FOR STAFF / EQUIPMENT

Accounts staff

All floats and cash balances

Credit card machines

## SKILLS AND COMPETENCIES

- Extensive experience of using SAGE accounts and SAGE payroll
- Experience in handling cash.
- Excellent IT skills, expert in Excel
- Excellent numeracy skills and a keen eye for detail.
- Experience of managing staff
- Good interpersonal skills
- Trustworthy, reliable and focused
- Excellent organisational qualities.
- Able to work on own initiative.

## **GENERAL INFORMATION**

The Employee must at all times carry out their responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act. The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

## **JOB DESCRIPTION AGREEMENT**

Employee's Signature:	Date:
Line Managers Signature:	Date: