



Job & Person Description

Job Title	Finance Manager
Department	Finance
Reports to	C.E.O.
Responsible for	Finance Officers
Purpose of role	
Reporting into the CEO, you will be fully responsible for managing the day-to-day Finance function, managing a small direct reporting team. Overall responsibility for managing the financial records: balance sheet, financial statements, cashflow reports, day to day record keeping and reporting, including payroll, accounts payable and receivable.	

Main Duties
<p>Finance and compliance</p> <ul style="list-style-type: none"> • Preparation of monthly management accounts to agreed timescales including balance sheet reconciliations and variance commentary. • Production of monthly cashflows for submissions to Club owners with variance analysis. • Manage quarterly VAT returns. • Manage legal and statutory filing, dealing with external audit, as well as HMRC. • Manage the annual budget process, working closely with departmental heads to maximise efficiencies and cost control. • Liaise with external stakeholders such as auditors • Present at and attend appropriate meetings such as Club owners and the Executive Committee <p>Project Management</p> <ul style="list-style-type: none"> • Lead on implementation of new Finance system • Upskilling wider teams to identify efficiencies, process improvements and implement rigid financial controls <p>People Management</p> <ul style="list-style-type: none"> • Management of the Finance team to ensure that all sales ledger, purchase ledger and banking processes are completed accurately and timely. • Carry out all people management processes including mentoring, support for training and professional development <p>Business partnering</p> <ul style="list-style-type: none"> • Work with each department to ensure budgetary control and identify cost savings. Coach and support to achieve best outcomes and objectives • Build and maintain strong working relationships with internal stakeholders, including senior management and department heads. Payroll • Provide monthly payroll data to the outsourced payroll provider, complete payroll reconciliations and manage payroll queries (where required). <p>Other responsibilities</p> <ul style="list-style-type: none"> • Be available to travel to other sites (if required) • Work flexibly as and when required to meet the needs of the business • Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised • Work within the company policies and processes. Seek advice & guidance if required ensuring employees

and processes work seamlessly together

- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at Peterborough United Football Club we also expect you to share and demonstrate Our Values.

Experience & Qualifications

- Qualified Account (ACCA/CIMA) with at least 3 years post qualification experience in a similar role
- Experienced people manager (Essential)
- Strong Finance system experience (Essential)
- Excellent Excel skills (Essential)
- Business Partnering experience (Desirable)
- Xero Finance System (desirable)
- SAGE Finance System (desirable)
- Good knowledge of football sporting sector (desirable)

Skills and personal attributes

- A collaborative approach to teamwork
- Natural and authentic people manager
- Highly tuned analytical skills
- Ability to articulate and influence key strategic decisions
- Ability to Understanding KPI's and stats to drive KPI improvements
- Strong analytical, insight development and reporting skills
- Ability to work openly and collaboratively at all levels
- Able to motivate, prioritise and organise effectively
- Strong communicator with excellent listening skills
- Ability to prioritise workloads and multi-task to work to deadlines
- Self starter, organised, structured and self-motivated
- Strong work ethic with a can-do attitude with drive and self-motivation
- Accuracy and attention to detail