

STEVENAGE FOOTBALL CLUB FOUNDATION

JOB PACK

FINANCE & ADMIN MANAGER

Updated March 2021



#WEARESTEVENAGE

VACANCY – JOIN OUR TEAM



Would you like to make a difference in your local community? Are you passionate about sport and its ability to positively impact people's lives?

Stevenage FC Foundation is seeking a professional, experienced and hard-working individual to play a key role in the day to day management and organisation of our charity.

The Foundation is recruiting a Finance & Admin Manager to be responsible for providing an effective financial management process to the charity, as well as overseeing in house administration to ensure the highest level of corporate governance.

Job Title: Finance & Admin Manager

Reports To: Chief Executive Officer

Location: Based at Stevenage FC Foundation office, The Lamex Stadium, Broadhall Way, Stevenage, SG2 8RH. Flexibility to work remotely on an ad hoc basis.

Contract: Part Time (up to 22.5 hours per week)

Remuneration: Salary dependent of hours, experience and qualifications.

Job Purpose:

Responsible for all financial processes, budgeting, forecasting and reporting for the charity, including the following:

- Production of monthly management accounts
- Overseeing the charity's cashflow forecast and annual budgets
- Management of both the sales & purchase ledgers and all bank reconciliations
- Liaising with the charity's auditors to ensure the annual audit process is managed effectively
- Processing monthly payroll
- Supporting Foundation staff with grant funding applications and financial monitoring

Additionally, the role will provide support to the CEO with wider corporate governance including maintaining employee records, annual policy and procedure reviews and negotiating contracts and rates with suppliers.

Benefits:

As part of your involvement with Stevenage FC Foundation the following benefits are available to staff:

- A pension scheme is available for eligible applicants
- 20 days annual leave (pro rata), plus 8 bank holidays and "birthday leave"
- On site car parking available
- Role specific Stevenage FC staff kit & equipment provided
- Free ticket to Stevenage FC home games
- Access to bespoke CPD from our partners including Premier League, English Football League Trust, The FA, Professional Footballers Association and other key partners

The successful candidate will be required to undergo a Disclosure & Barring Service Check (DBS).

All eligible candidates should have a full UK driving licence.

How To Apply:

If you meet the essential criteria (as a minimum) and are interested in applying, please send your CV and a covering letter addressed to Joe Goude either by email foundation@stevenagefc.com or post, marked "Private & Confidential", to: Joe Goude, Chief Executive Officer, Stevenage FC Foundation, The Lamex Stadium, Broadhall Way, Stevenage, SG2 8RH.

- **Closing date for applications:** Thursday 1st April 2021
- **Interview dates for potential candidates:** W/C 6th April 2021
- **Role start date:** Immediately or as soon as possible

Please note that the job will be subject to satisfactory references and enhanced DBS checks. Stevenage FC Foundation is an Equal Opportunities employer and welcomes applications from all sections of the community. Should you require assistance with your application please contact the Foundation in advance of your submission.



JOB DESCRIPTION



POST DETAILS:	
Job Title:	Finance & Admin Manager
Reporting To:	Chief Executive Officer
Location:	Based at Stevenage FC Foundation office, The Lamex Stadium, Broadhall Way, Stevenage, SG2 8RH. Flexibility to work remotely on an ad hoc basis.
Hours	Part Time (up to 22.5 hours per week)
Primary Job Purpose:	To be responsible for providing an effective financial management process to the charity, as well as overseeing in house administration to ensure the highest level of corporate governance.
Salary:	Salary dependent of hours, experience and qualifications

DUTIES & RESPONSIBILITIES:

Note: The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed

- Oversee the financial management of the Foundation, providing required reports and documentation to the Chief Executive and Board of Trustees to ensure long term sustainability of the charity
- Responsible for preparing monthly payroll, management accounts, bank reconciliations, management of sales & purchase ledges, making payments on all authorised invoices by BACS
- Work with the Chief Executive to lead the charity's budgeting process and robust cash flow analysis, ensuring strong processes are in place for resource allocation and performance monitoring at all levels of the charity
- Provide administrative support to the Chief Executive with the maintenance of all governance documents including policies and procedures, HR files, staff training, CPD records and grant funder requirements
- Provide sound financial advice to Trustees, Chief Executive and other senior staff, acting as the lead between management and Trustees on financial matters
- Support the senior leadership team to ensure departmental budgets, activity income, contract negotiations, funding applications and financial projections are correctly monitored and reported.
- Responsible for overseeing the implementation of all financial policies and procedures whilst ensuring they are kept up to date with legislation
- Lead contact for VAT, tax and Gift Aid issues, banking, auditing, payroll and pensions
- Support the admin team to maintain the highest levels of customer service and satisfaction
- Champion best practice linked to the Foundation's policies and procedures, particularly Safeguarding, Equality & Diversity and Health & Safety to provide the best environment for participants.
- To be an advocate for best practice and to promote the messages of the Stevenage FC Foundation, English Football League Trust, Premier League Communities and other partners

Carrying out such other duties as may be reasonably requested by the line manager, or a Director Compliance with the Company's Code of Conduct and policies contained within the Employee Handbook Compliance with Health and Safety policies and regulations

OUR VALUES

The Foundation has six key values rooted as the core principles of how we work as an organization, with the expectation that all employees and volunteers will uphold them in their work and live them day in day out in their professional lives.

- **Professional:** We will strive to provide the highest level of service and delivery to our service users, partners, staff and volunteers.
- **Engage:** We will aim to connect with our communities by involving them in our work and ensuring our service relates to their needs.
- **Open:** We will work with integrity and honesty in every area of our work.
- **Passion:** We will show our commitment to creating positive experiences at all times for the benefit of our community.
- **Lead:** We will inspire our community and guide our participants to reach their potential.
- **Excite:** We will enthuse our participants, partners, staff and volunteers by creating a relatable and fun service.



PERSON SPECIFICATION:

Education/Qualifications	Essential	Desirable
Level 3 AAT Accounting qualification or equivalent. Or equally qualified by experience	✓	
Chartered Accountant		✓
Knowledge & Experience	Essential	Desirable
Experience of Xero accounting software	✓	
3-5+ years financial, commercial & market experience in accounting/analytical roles	✓	
Experience in the preparation, monitoring and reporting of budget and financial management information	✓	
Budgeting & forecasting, including cashflow	✓	
Business performance evaluation	✓	
Ability to build and maintain good working relationships with employees and external contacts	✓	
A proven track record of building and developing effective working relationships, excellent communication and good problem-solving skills	✓	
Knowledge of Charity SORP and reporting		✓
Equalities	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with the Stevenage FC Foundation's Equality & Diversity Policy	✓	
Skills & Competencies	Essential	Desirable
Ability to communicate with all potential contacts (staff, managers, public of all ages) whilst presenting a professional image	✓	
Ability to deliver effective and safe activities which takes into account of client needs	✓	
Excellent level of ICT literacy with knowledge of other Microsoft packages e.g. Word, Teams, Outlook and including high proficiency in Excel	✓	
Ability to engage with people from all backgrounds	✓	
Hold a full UK driving license and have access to own transport		✓

Other Qualities	Essential	Desirable
Professional and approachable	✓	
Ability to work on own initiative and under pressure	✓	
Be self-driven and motivated with the desire to make a real difference to peoples' lives within the local community	✓	
Passionate for helping others to achieve their potential	✓	
A dynamic, hardworking and enthusiastic individual	✓	
Excellent communication skills including written, telephone and interpersonal	✓	
Proactive decision maker	✓	
Takes responsibility for ensuring a high quality of work	✓	
Demonstrates enthusiasm and is personally committed to achieving agreed objectives	✓	
Is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
Displays a high level of confidentiality	✓	
Meticulous attention to detail	✓	
Flexibility and willingness to learn	✓	

