



# STEVENAGE FOOTBALL CLUB

**Stevenage FC Ltd**  
The Lamex Stadium  
Stevenage  
Herts, SG2 8RH  
01438 223223

[www.stevenagefc.com](http://www.stevenagefc.com) | [www.borotickets.co.uk](http://www.borotickets.co.uk) | [info@stevenagefc.com](mailto:info@stevenagefc.com)

## Job Description: Head of Finance (Part Time)

Job Title	Head of Finance
Department	Club - Reports to CEO
Key Contacts Internal	Head of Departments, Board of Directors
Key Contacts External	The Football League, The FA, Stevenage Borough Council, HMRC, Club Accountants
Location / Requirements	Based at Stevenage Football Club Offices located at The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH, with occasional duties from time to time at the Club's First Team Training Ground and Academy.
Hours/ Remuneration	Average 12 hours per week – Salary subject to skills and experience
Job Purpose	<p>Reporting directly to the Club's CEO and performing ad hoc tasks for the Chairman as and when required, the Head of Finance is responsible for the Club's overall finance management, monthly and annual accounts, business analysis and management report information.</p> <p>Candidates will be a qualified member of an accountancy body, as well as being commercially astute, articulate, technically strong, with the ability to operate at both strategic and operational levels.</p> <p>Good communication skills at all levels and an ability to handle pressure, as well as crucial decision making is important. Candidates shall to be committed to achieving deadlines and willing to work flexibly to achieve these.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Accurate and timely preparation of monthly and annual management and financial accounts, forecasts and plans, departmental expense analysis and balance sheet reconciliations.</li> <li>• Setting and monitoring budgets, forecasts and cash flow analysis and advice and support to inform decision making at all levels.</li> <li>• Accountable for annual and quarter-based audit processes and VAT calculation and timely submission.</li> <li>• Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision making as appropriate and providing financing analysis and guidance on all activities, plans targets and business drivers.</li> <li>• Ensure that the company's financial system is accurate, robust, compliant and supports current activities and future growth.</li> <li>• Form a close working relationship with the Chairman, CEO and other senior members of staff.</li> </ul>



## STEVENAGE FOOTBALL CLUB

The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH  
Company No: 2901467 VAT No: 396 873 483





	<ul style="list-style-type: none"> <li>• Work with Department Heads to grow the business, formulating strategies and plans.</li> <li>• Ensure that the regulatory requirements of all statutory bodies are met.</li> <li>• Complete ONS requests accurately and in a timely manner.</li> <li>• Ensure all balance sheet reconciliations are produced and reviewed monthly.</li> </ul>
--	---

### Personal Specification: Head of Finance (Part Time)

Qualifications	Essential	Desirable
1 - Valid full (UK) driver's licence		✓
2 – ACCA / ACA / CIMA qualification	✓	
3- Advanced DBS Disclosure		✓
4 - Emergency first aid certificate		✓
Skills, Knowledge & Experience		
4 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
5 – High level of understanding and operation of SAGE Accounting.	✓	
6 – Experience of developing and managing cashflows and departmental budgets.	✓	✓
7 – Knowledge and experience of EFL financial requirements and regulations.		✓
8 – Experience of VAT returns and HMRC compliance.	✓	
9- Experience of managing accountancy-based teams.	✓	
10 – Experience of working payroll processing.		✓
11- Strong organisational and administrative skills	✓	
12 - Excellent communication skills	✓	
13 - Accurate timekeeping skills	✓	





# STEVENAGE FOOTBALL CLUB

**Stevenage FC Ltd**  
The Lamex Stadium  
Stevenage  
Herts, SG2 8RH  
01438 223223

[www.stevenagefc.com](http://www.stevenagefc.com) | [www.borotickets.co.uk](http://www.borotickets.co.uk) | [info@stevenagefc.com](mailto:info@stevenagefc.com)

<b>Attitude/Behaviours</b>		
14 - Takes responsibility for ensuring a high quality of work.	✓	
15 - A genuine team player who will support and motivate other members of the team.	✓	
16 – An adaptive individual who can cope well in high pressure situations	✓	
17 – A proven ability to multi task and manage multiple projects	✓	
<b>Personal Qualities</b>		
18 - Hardworking and enthusiastic	✓	
19 - Meticulous attention to detail	✓	
20- Understands the importance of confidentiality and integrity at all times	✓	
21 - Loyal and committed	✓	
22 – Seeks to learn and develop daily	✓	

## Application Process: Commercial Manager

<b>Application Instructions</b>	<p>Interested applicants should write or email the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.</p> <p>Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: <a href="mailto:Lindsapp@stevenagefc.com">Lindsapp@stevenagefc.com</a></p>
<b>Application Deadline</b>	Monday 10 <sup>th</sup> February 2020
<b>Interview Date</b>	W/C Monday 17 <sup>th</sup> February 2020
<b>Role Start Date</b>	March/April 2020
<b>Employability Statement</b>	<p>Stevenage Football Club is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.</p>



## STEVENAGE FOOTBALL CLUB

The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH  
Company No: 2901467 VAT No: 396 873 483

