



Job Description and Person Specification

Job title	Management Accountant
Reports to	Head of Commercial & Operations

Job purpose(s)	
<ul style="list-style-type: none"> To maintain an efficient and effective Management, Financial Accounting and Budgeting process. To support the delivery of the National Game Strategy This is in respect of Middlesex FA and other related Companies 	
Direct reports	N/A

Location	Office/Home based (MFA HQ, UB5 5FA). Travel may be required as part of the role
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm
Contract type	Permanent / Full Time
Starting salary	£30-33K per annum

Responsibilities	
<ul style="list-style-type: none"> Control and manage all aspects of the financial operations of the MFA Group. Manage the County FA's day to day cash flow. Produce and oversee all Budgeting requirements and reporting requirements. Produce all reporting activity that will enable the Chief Executive and Directors to manage the Business efficiently. Ensure compliance with external regulatory agencies such as HMRC, Peoples Pension, Accountants and Auditors. Accounting for on-site café and bar and other matters to do with trading subsidiary. Ensure Middlesex FA meet The FA's Finance Operating Model standards. Required to attend Board meetings as required to present Financial information. 	

Person specification	
Knowledge , Qualifications & Skills	
<p>Essential</p> <ul style="list-style-type: none"> Qualified to AAT standard or ACCA or CIMA qualified Knowledge of Xero accounting package Knowledge of Retail/Leisure Account Management Experience at report writing and excellent IT skills Diplomacy and the ability to deal with confidential information Ability to analyse complex data and communicate the interpretation and analysis of data Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice Able to work on their own initiative 	<p>Desirable</p> <ul style="list-style-type: none"> Experience of producing Charities Commission compliant accounts Lease Accounting knowledge Knowledge of League and Club Structures An understanding of FA Regulations and Sanctions Knowledge of Whole Game System Negotiating skills



Enhanced DBS Check required	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
COMMITTED	We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.
CREATIVE	We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.
COLLABORATIVE	We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.
CONNECTED	To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.

Benefits of working at Middlesex FA
<ul style="list-style-type: none"> • Flexible working, combining office and home locations to suit your needs and those of the business • Workplace pension scheme • A day off on your birthday • Access to the cycle to work scheme • Free Nike Staff Uniform every year • Employee Assistance Programme • Customer Service Awards • Access to FA Cup Final Tickets and England Tickets at Wembley • Additional time of over Christmas • Opportunity to be part of the Health and Wellbeing Group. (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more) • 2 Volunteering days a year (to take place in Middlesex) • Personal Development Budgets • Professional Development Plan • 20 days' annual leave as standard • Additional day's leave after 5 years' service • 15% Staff Discount at Rectory Park



How to apply	Submit your CV and Cover Letter on the link below. https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=72b41e43-0bae-4ecb-959d-04fd71ff2449
Deadline for applications	1 st June 2021
Interview Date	8/10 June 2021

Date job description reviewed and modified:	12/05/2021
Job description authorised by:	Leigh O'Connor

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.