



# NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT  
#NORFOLKFOOTBALL

## FINANCE MANAGER

DEPARTMENT	Executive Office
REPORTS TO	Chief Executive
LOCATIONS	Norfolk FA, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Permanent
HOURS	Flexible hours to be agreed with the jobholder, expected to around 27.5 hours per week
SALARY	£25,000 - £29,000
CLOSING DATE	TBC

APPLY

EQUALITY & DIVERSITY FORM



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THE  
**FDC**  
FOOTBALL DEVELOPMENT CENTRE

## **OUR ORGANISATION**

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 14 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 2 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:  
[Uniting Norfolk Football.](#)



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## **WORKING FOR US**

**We believe that Norfolk FA is a great place to work.**

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our two Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



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## THE ROLE

- To provide strategic direction to the Finance department and line manage the Finance Officer
- To support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy
- To oversee the operational and financial performance of the Finance Department, including using Xero.
- To control the County FA financial operations in accordance with The FA Financial Operating Guidance for County FA's
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs
- To support the adoption of FA technology systems across grassroots football
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time



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## RESPONSIBILITIES

- Over-see the performance of the Finance Officer to ensure all monthly, quarterly, and annual targets are achieved.
- Manage the Finance Officer in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Support the Chief Executive Officer with the production of effective budgets and continual review alongside actual financial performance.
- Produce all reporting activity that will enable the Chief Executive Officer and Board to manage the business efficiently, including the timely preparation of regular management accounts and variance reports.
- Manage finances so that spend can be easily tracked.
- Control and oversee the payroll, including ensuring compliance with all relevant legislation.
- Effectively manage short- and medium-term cash flow.
- Oversee the accounting software ensuring suitable access is always maintained and all nominal code activity is also maintained.
- Ensure compliance with external regulatory agencies such as HMRC, accountants and auditors.
- Be the key contact for all banking and investments, ensuring that optimal levels of cash reserves are always effectively managed.
- Ensure all internal controls required to operate a sound financial and management accounting system are in place.
- Provide The FA Standard Chart of Accounts to report detailed income and expenditure at the end of each financial year.
- Ensure a fixed-asset register is produced and maintained moving forward.
- Utilise accounting ratios to quickly assess financial performance at any given time.
- Ensure employee and volunteer expenses are correctly managed.
- Ensure PCI-DSS compliance is maintained.
- Ensure statutory accounts are filed with Companies House, within nine months of the financial year-end.
- Maintain basic safeguarding awareness training and contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football.
- Execute additional tasks as required to meet County FA's priorities.
- Use the safer recruitment policy to ensure that staff and volunteers deployed by the County FA are suitable for their roles and uphold the values and behaviours of the County FA and it is applied to new appointments.
- Ensure VAT returns are completed, including management of VAT including partial exemption.
- Attend the monthly Senior Leadership Team meetings.
- Ensure all relevant financial systems and information are in line with each other, including Xero, CRM, FDC reports and Football Delivery trackers.
- Support the FDC with the quarterly stock take and report.
- Produce annual financial statements for the auditors.
- Undertake monthly bank reconciliations.



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## PERSON SPECIFICATION

### EDUCATION / QUALIFICATIONS / TRAINING

#### ESSENTIAL

- Educated to A level or equivalent.
- A qualification in a finance or accounting related discipline (e.g. AAT)

#### DESIRABLE

- A business administration qualification

### SKILLS

- Highly numerate with strong financial acumen.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to maintain a high level of confidentiality and trust.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Outstanding communication and interpersonal skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to developing a strong financial culture within organisation.

### KNOWLEDGE AND EXPERIENCE

- Knowledge and experience of compliance with HMRC procedures.
- Experience of producing financial reports.
- Experience of managing cashflow.
- Experience of maintaining fixed-asset registers
- Experience of maintaining good internal controls supporting the finance operation.
- Knowledge of using accounting software applications (including Xero).
- Knowledge and experience of compliance with HMRC procedures, including payroll and VAT accounting.
- Experience of producing financial reports, including management accounts for Board.
- Experience of producing year-end financial statements.
- Knowledge of The FA Finance Operating Guidance Manual.
- Knowledge of The FA Standard Chart of Accounts.
- Knowledge and understanding of accounting ratios.
- Experience of filing statutory accounts with Companies House.
- Experience of training and engaging with non-financial staff.
- Knowledge of PCI-DSS compliance.
- Experience of managing expenses.

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists

CLEAN, FULL DRIVING LICENCE?

Yes





## OUR VALUES

### ENGAGE

*Where connection meets action*

- We prioritise active involvement, meaningful interaction, and impactful connection with stakeholders, audiences, customers and communities. We strive to create compelling experiences, initiatives, and content; igniting interest, participation, and passion.

### INSPIRE

*Illuminating the pathway for all*

- We foster pride and belonging to support wide reaching goals around participation and development. Through setting standards and championing a diverse range of role models we are looking to ignite a fire within the local population around our game.

### EVOLVE

*Proactively pursuing growth*

- We focus on innovation and continuous improvement of our workforce, processes and the Association as a whole. We have the ambition to remain forward thinking and responsive to current trends as well as adaptable to changing circumstances in the world of football.

### UNIFY

*Together we achieve more*

- Through uniting Norfolk Football, we as the Governing Body aspire to create a cohesive and inclusive community, bringing groups together while celebrating the diversity of the local football landscape.

## OUR BEHAVIOURS

**PLAY FOR THE FRONT OF THE SHIRT**



**100**

**GIVE YOUR 100%**

**BE BRAVE**



**PUSH FORWARD**

**CELEBRATE TOGETHER**



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## WORKING HOURS

**Permanent contract**

**Flexible hours to be agreed with the jobholder, expected to around 27.5 hours per week**

Hours to be agreed with the CEO in line with the operational needs of the Association and its Football Development Centres, which is likely to result in evening and weekend work where required.

## FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email [Matt.Carpenter@NorfolkFA.com](mailto:Matt.Carpenter@NorfolkFA.com)



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## WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

**Join us!**

APPLY

EQUALITY & DIVERSITY FORM

*This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.*

*Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.*

*Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*



Norfolk County Football Association Ltd  
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED  
Incorporation No: 3830562 England  
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