**Job Description and Person Specification**

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| **Job title** | Finance Officer  |
| **Reports to** | Chief Executive Officer |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy.
* To control the Wiltshire FA financial operations in accordance with best practice (refer to County FA Financial Operating Guidance Manual).
* To contribute to the effective implementation of The FA’s Safeguarding Operating 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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| **Direct reports** | N/A |

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| **Location** | The role location is flexible however will require a mix of office and home working. We anticipate 3-days per week located at our offices located at Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.  |
| **Working hours** | The working hours are up to 25 per week and can be agreed on a flexible basis. Option to reduce hours on a job share basis. |
| **Salary**  | Up to £25,000 pro-rata  |
| **Contract type**  | Permanent  |

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| **Responsibilities** |
| * 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.
* Mange finances so that spend (e.g. safeguarding) can be easily tracked in line with the company annual budget.
* Control and oversee the payroll.
* Effectively manage short- and medium-term cash flow.
* Oversee the accounting software (Xero) 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 (up to eight months) are always effectively managed.
* Ensure all internal controls required to operate a sound financial and management accounting system are in place.
* Work with accountants to gathering relevant information to support the production of end of year financial accounts.
* Work with the CEO and Finance Director to manage any investments and loans required for the Wiltshire FA.
* Ensure a fixed-asset register is maintained.
* 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 (preferably 30th June).
* Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
* Provide administration support to safeguarding programmes, activities, events and communications.
* Maintain basic safeguarding awareness training and contribute to ensuring that safeguarding and equality are embedded throughout the Wiltshire County FA and grassroots football.
* Execute additional tasks as required to meet Wiltshire FA changing priorities.
* Support the association with implementation of new booking and POS systems.
* Work with Wiltshire FA staff to implement debt management processes.
* Ensure VAT is reconciled accurately to enable accounts to file quarterly VAT returns.
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| **Person specification** |
| **Qualifications** |
| **Essential** * Mathematics GCSE Grade C or above (or equivalent).
* Educated to A Level or equivalent.
 | **Desirable** * A qualification in a finance or accounting-related discipline.
* A business administration qualification.
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| **Skills** |
| **Essential*** 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.
 | **Desirable** |
| **Knowledge and experience** |
| **Essential*** Knowledge and experience of compliance with HMRC procedures.
* Experience of producing financial reports.
* Experience of managing cashflow.
 | **Desirable*** Knowledge of using accounting software applications (including Xero).
* Knowledge of compiling Finance Operating procedures.
* Knowledge and understanding of accounting ratios.
* Experience of filing statutory accounts with Companies House.
* Experience of maintaining fixed-asset ratios.
* Knowledge of PCI-DSS compliance.
* Experience of managing expenses.
* Knowledge of partial exemption VAT
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| **Enhanced DBS Check required?** | Yes this will be provided on appointment to the role.  |
| **Clean, full driving licence?** | Desirable  |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below**  |
| **FA value** | **Behaviours** |
| Act with Integrity  | * We do the right thing even when no one is watching.
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| Stronger together  | * We create meaningful relationships. We win and learn as a team.
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| Respectful  | * We embrace differences in people, ideas and experiences.
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| Strive for excellence  | * We take ownership, adapt to change and celebrate success.
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