**Job Description and Person Specification**

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

|  |  |
| --- | --- |
| **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. | |
| **Direct reports** | N/A |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| **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. |
| **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 |
| **Enhanced DBS Check required?** | Yes this will be provided on appointment to the role. |
| **Clean, full driving licence?** | Desirable |

|  |  |
| --- | --- |
| **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. |
| Stronger together | * We create meaningful relationships. We win and learn as a team. |
| Respectful | * We embrace differences in people, ideas and experiences. |
| Strive for excellence | * We take ownership, adapt to change and celebrate success. |