



# LEWES FC | JOB OPPORTUNITY

## Financial Controller

**Job Title:** Financial Controller

**Employer:** Lewes FC

**Hours & Availability:** 40 hours/week excluding home matchdays

**Location:** The Dripping Pan (but with flexibility to work from home)

**Remuneration:** £40,000

**Reports to:** CEO

**Reports:** No direct reports

**Key relationships:** CEO, Directors, all playing and non-playing staff, volunteers, Xero, bank, auditors, HMRC, payroll bureau, FA and Isthmian Premier League, suppliers and customers, Companies House

### Who we're looking for

- You are highly motivated, personable and fully aligned with Lewes FC's values.
- You will display excellent accounting skills with meticulous attention to detail.
- You have a great ability to work with, support and influence key stakeholders.
- You will have excellent I.T. skills and ideally be familiar with accounting software (Xero preferred), online payment systems, and Microsoft Office
- You are confident with communicating and presenting financial information to budget holders and other key stakeholders, and as Company Secretary also present key financial information at Board Meetings
- You work well under pressure and can multi-task and deal with competing priorities in a calm, professional manner.
- You are willing to roll up your sleeves and are excited to be a big part of the club.

### What does success look like?

- You deliver detailed annual budgets for the whole club.

- You produce accurate and timely monthly management accounts by working day 10 each month.
- You are a trusted member of the team who delivers excellent customer service
- You deliver high-quality financial information in a timely fashion for all internal and external financial, regulatory and statutory stakeholders in line with internal and external deadlines.
- You maintain financial controls in an exemplary way across all areas of the business.

## Background

Lewes FC is a unique, 100% community-owned club with a big personality. Lewes FC remain the only club in the world to split our playing budget and resources equally between our men's and women's sides and we take a strong stance against gambling adverts in football. We have over 2400 fan-owners living in 41 countries around the world. Our owners are a diverse bunch who like quality winning football and the drive for equality, transparency and integrity in the beautiful game.

We're about to embark on another exciting season with our men's side determined to fly the mighty Rooks to the next level - and our Championship women's side vying with the likes of Crystal Palace, Charlton and Sunderland.

We are seeking a Financial Controller to manage our financial operations but also review and improve current financial controls and processes as part of a journey of continued professionalism to the highest standards.

This role is a crucial lynchpin in the club, and excellent communication skills are a must to work successfully and collaboratively with colleagues, Directors, customers and suppliers alongside other stakeholders such as HMRC, Metro Bank, TC Group auditors etc.

Xero are a key club sponsor and so you will enjoy working with Xero on ad-hoc projects to showcase the benefits that Xero brings to the club. You will also help develop a wider understanding across the Xero network of the challenges of working in the football environment.

## Role and Responsibilities

### Financial processing

- Maintain the transactions in the Xero accounting system
- Production of monthly management accounts by working day 10 each month
- Communicate and monitor key budget reports and liaise with budget holders
- Input of supplier invoices and making payments on due dates.
- Ensure all other payments are made on a timely basis including PAYE and VAT, payroll, expenses etc (see below)

- Input of sales invoices and undertaking credit control.
- Reconcile every bank transaction coded to the correct general ledger code and Pillar group on a weekly basis.
- Input of month end journals for the management accounts such as payroll, online payment systems such as Stripe, SumUp, PayPal, Ticket Tailor and associated reconciliations.
- Export of Xero reports and format into Management Accounts by working day 10 each month with associated commentary.
- Identify and improve new month end processes and the format and content of the management accounts in a process of continuous improvement.
- Liaise with key stakeholders and communicate key financial issues including at Board Meetings arising from the management accounts.
- Liaise with all budget holders on actuals versus budget on a monthly basis and lead on identifying required management interventions on a timely basis.
- Completion of monthly balance sheet reconciliations

#### **Oversee detailed weekly payroll duties**

- Ensure accurate production of the weekly payroll timesheet that has inputs from across the club such as Women's and Mens players, variable hours bar staff, Rookie Kickers programme, ad-hoc payments, back-office staff and other inputs as required.
- Review returns from payroll provider and undertake key checks for accuracy.
- Upload net pay data into a load file for the bank and complete bank payments weekly.
- Assist with associated duties such as authorisation forms for new staff, helping staff with payroll queries, liaising with our payroll bureau for P45/P60 and other queries
- Assistance with Pension administration queries

#### **Undertake completion of all relevant statutory, regulatory and other reporting**

- Work with auditors to assist in the preparation of the statutory accounts for three legal entities
- Completion of quarterly VAT returns for two legal entities, Lewes 2000 FC Limited and Lewes Community Football Club Limited
- Completion of the monthly FA Cash Analytics return
- Other returns as required by grant funding bodies, Isthmian Premier League etc
- Act as Company Secretary, ensure Companies House and FCA Mutuals Register information is up to date, alongside attending and minuting statutory

### **Attendance at home Match days to ensure application of matchday financial controls**

- Attendance at Women's and Mens 1<sup>st</sup> team matchdays – or empowering and supporting those to fulfil the duties in your absence.
- Review of online pre-booked ticketing and on the day gate ticket systems, to report matchday attendance by the required deadline on matchday
- Issue of cash floats and reconciliation of cash sales from tickets
- Banking of cash post-match on a regular basis at Metro Bank and ensuring sufficient £1 coins/£5 notes in the cash floats for matchday

### **Other duties**

- Lead the club's annual insurance renewals.
- Assist with ad-hoc projects as the finance lead for the club
- Work with grant funding bodies to maximise grants into the club and prepare submissions including business cases where required
- Ensure the bank mandate and other authorisations and protocols linked to the banks and related finance systems are up to date
- In a culture of continuous improvement, work with staff colleagues, Directors, volunteers and other stakeholders to deliver exemplary financial controls and reporting

## **Qualifications, Skills and Experience**

### **Essential**

- AAT qualified or qualified by experience (QBE)
- At least 3-5 years relevant experience in an accounting environment.
- Experience of Xero or a similar accounting system.
- Excellent I.T. skills including Microsoft Office and the ability to analyse data outputs from Stripe/PayPal/SumUp/Ticket Tailor etc
- Knowledge of improving the format and content of financial information
- Experience of improving financial controls and processes
- Excellent verbal and written communication skills
- A self-starter with innovative ideas and a problem-solving attitude.
- Excellent interpersonal skills and the ability to communicate and get on with diverse groups of people.

### **Desirable**

- A CCAB accredited accounting qualification.
- Knowledge of the regulatory framework in elite and non-league football.
- Experience in undertaking company secretarial duties.

**Lewes FC prides itself as an equal opportunity employer and we encourage and welcome applications from all candidates including those from under-represented backgrounds such as women, people with disabilities, BAME and LGBTQ+ candidates.**

Given the low levels of diversity in football, we understand that candidates from under-represented backgrounds are unlikely to have been given adequate opportunity in the game. Consequently, we will ensure that the application process does not unduly favour candidates with such experience over applicants without it.

To apply, please head to:

[https://www.fldccareers.com/vacancies/vacancy\\_financial\\_controller\\_527906\\_35.html](https://www.fldccareers.com/vacancies/vacancy_financial_controller_527906_35.html)