



Preston North End Football Club
First Team Training Ground
Euxton Lane
Euxton
Chorley
PR7 6FA

Job Specification

JOB INFORMATION

AVAILABLE POSITION

Accounts Assistant

WHO WE ARE

Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End's stadium is situated in the heart of Preston, within the ward of 'Deepdale'. The club operates over five sites to incorporate the first team, the academy, the Preston North End Community and Education Trust (PNECET), the administration team and the stadium. The majority of the sites are in Preston, and one is in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League and we want you to help us get there.

You will be based at the Preston North End First Team training ground, Euxton Lane, Euxton, PR7 6FA, however, the role may require you to travel to various other locations in line with the needs of the business.

JOB SUMMARY

Assisting in all aspects of the accounting function of the Football Club including sales ledger, purchase ledger, payroll and expenses processing.

DEPARTMENT & TEAM

Preston North End FC – Finance Team

PAY/REMUNERATION

£25,000-£30,000 Negotiable depending on skills and experience

CLOSING DATE

29th November 2024

SHORTLISTING DATE	6 th December 2024
INTERVIEW DATES	16 th -17 th December 2024
LOCATION	You will be based at the Preston North End FC First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA, however you may be expected to travel to various other locations in line with the needs of the business.
WORKING HOURS	9:00am to 5:00pm Monday to Friday
WHAT YOU CAN EXPECT IN RETURN	
<ul style="list-style-type: none"> • Further training and development opportunities. • Two complimentary PNE season tickets for each League fixture. • Access to staff discounts. • Onsite parking. • Appropriate training for the role. <p>Find out more by visiting our website: www.pne.com.</p>	
JOB REFERENCE	PNE - 1210

POSITION IN THE ORGANISATION	
Specify who the job holder reports to	Management Accountant
Specify who reports to the job holder	N/A
Specify who the job holder interacts with while carrying out the role	Other members of the Finance Team and interaction with other Club departments- including Commercial, Media, Stadium Management and Ticketing
ROLE AND RESPONSIBILITIES	
<ul style="list-style-type: none"> - Working in a busy accounts team in a professional Championship Football Club, including its charitable community trust. - Working on all aspects of the accounting function including raising sales invoices and processing purchase invoice and credit card payments via AI software - Assisting with the processing of payroll (monthly and weekly) - Assisting with the elements of the month-end management accounting process - Processing employee expenses using a software processing package - Sending electronic banking payments - Managing petty cash 	

ESSENTIAL CORE EXPERIENCE AND SKILLS REQUIRED
<ul style="list-style-type: none">- Previous experience of working in a busy accounts department- Experience of working with computerised accounting packages with Sage 50 and/or Intaact preferred- Proactive mindset with a high level of attention to detail- A positive outlook to adapt to new systems and processes.- Eager to acquire new skills and knowledge.

DESIRABLE REQUIREMENTS:
<ul style="list-style-type: none">- Some level of professional accounting qualification, e.g.: AAT or CIMA (need not be fully qualified as study and exam support may be provided to the successful applicant)- Experience of assisting with month end management accounts processes- Experience in a professional sports club/company and/or experience of accounting for a charity

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of Preston North End.

Equality, Diversity, and Inclusion Statement

Deepdale, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston, with the ability to house over 20,000 people. The influence a football club can have on its local community cannot be underestimated and with the potential footfall within our stadium and associated premises, we have the opportunity to positively increase connections with our fan base and wider communities when equality, diversity and inclusion is held at the core of all of our operations. Our Board Equality Champion holds responsibility for ensuring ED&I and mental health & wellbeing is embedded within all aspects of the club.

Whether you're a player, official, employee, volunteer, spectator or visitor, Preston North End welcomes people from all backgrounds and are committed to preventing and eradicating all forms of discrimination, whether this be on the grounds of sex, sexual orientation, race, age, disability, religion or belief, pregnancy and maternity, gender reassignment and marriage or civil partnership status.

The club's ED&I committee are working towards making Preston North End as accessible as possible to all, removing barriers and providing opportunities to engage with diverse communities through our #OneNorthEnd campaign. The club has a zero-tolerance policy on any form of hateful or discriminatory behaviour and encourages anybody who witnesses any such behaviour to report this to the club using the appropriate methods. We all have a shared interest and passion in seeing the success of Preston North End. Football is for everyone and should be enjoyed by all who wishes to participate in it.

#OneNorthEnd

Safer Recruitment

All staff, volunteers, and partners whose role involves working with children, young people and vulnerable adults are required to undertake DBS vetting at an enhanced level. All offers of employment on these identified roles are subject to a satisfactory outcome of the DBS process. All employees or volunteers will be required to complete an EFL self-declaration form.

You will also be required to provide details of referees for the previous five years working history or education. Any gaps in work history must be accounted for.

Safeguarding Statement

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse the commitment.

Everyone has a role to play in safeguarding and we strive to ensure that staff and volunteers are well informed and know how to recognise abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

Health & Safety

You are reminded that you have a statutory duty to observe all Health & Safety rules and take reasonable care to promote the Health & Safety at work of yourself and fellow employees.