



BONDED BY BELIEF
SINCE 1878

Job Description



Job Title	- Financial Controller
Reporting to	- Senior Director of Football Finance (SDFF)
Location	- Hawthorns Stadium (with occasional visits to the Training Ground)
Line Management Responsibility	- Management accountant, Accounts Supervisor, Purchase Ledger Controller, Accounts Payable Assistant, Accounts Assistant
Main Purpose –	- Assist with controlling and optimising the financial performance of the Club
Working Hours	- Full Time
Qualification	- Qualified Chartered Accountant

DUTIES & RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

- To create and manage the Club's budgets, forecasting and helping to improve the Club's financial performance
- To manage and improve all Club finance functions, processes and financial performance
- To ensure that the Club meets all financial, VAT, PAYE and financial statutory requirements, completing and submitting returns as required
- To ensure that annual financial statements (30 June) (and interim accounts) are accurately prepared from the Club's Opera accounting system to FRS102 standard that are suitable for audit and submission to board & regulators.
- To ensure that payroll is completed accurately and efficiently, ensuring all statutory deadlines are met
- To provide the MD and SDFF with timely and accurate financial information and advice on all financial matters relevant to the Club
- To review Monthly Management accounts (including updated forecasts for remainder of financial year) prepared by the Management Accountant and ensure that they are a true reflection of the trade of the club and are suitable for the board to base financial decisions on.
- To maintain good positive relationships with external financial and professional advisors plus other departments at the club, especially legal, HR and Club Secretary
- To develop and implement business plans to improve cost-efficiency
- To undertake any other financial tasks delegated by the Senior Director of Football Finance
- To manage a team of staff by setting achievable objectives as regards processes in the finance department that will continuously improve performance and improve the accuracy and reliability of information produced by the department.



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- To contribute positively to the Club's vision and culture
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
- To fully participate in annual and mid-term appraisals.
- To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
- To promote and assist with Safeguarding.
- To carry out CPD and keep up to date with any training and updates relevant to the role.
- To ensure the health & safety within the Club for self and others is adhered to at all times.
- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.
- To be responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.

PERSON SPECIFICATION

Essential Criteria

- Essential Qualifications – Chartered Accountant
 - Skills and Experience – Producing Annual Statutory Accounts to FRS102 standard
 - Essential Knowledge – Good working knowledge of FRS102
 - Highly organised and methodical approach to workload and processes within a modern day finance department
 - Keen to learn English Football League's (EFL) Squad Cost Rules (SCR) and IFR football financial regulations
 - Confidential and diplomatic
 - Excellent communication skills both written and verbally
 - Full driving licence (will be required to work at the Club's training ground occasionally)
 - Right to Work in the UK
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Desirable Criteria

- Knowledge of Opera Accounting System
 - Knowledge of the EFL's Squad Cost Rules and the financial rules of the Independent Football Regulator
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Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Safer Recruitment

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here
<https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

Signed	Name	Date