



Job Description: Head of Finance – Morecambe Football Club

Job Purpose:

The Head of Finance has full responsibility for managing, controlling and optimising the financial performance of Morecambe Football Club (MFC). Reporting to the General Manager (GM) with direct support from the Board Director with responsibility for finance, they are responsible for creating and managing the club's budgets, forecasting and helping to improve financial performance. In doing so, they will play a key role in achieving MFC's strategic vision of being competitive and sustainable in League One.

This role is critical to the development and evolution of MFC at a time when the ambition and strategic direction of the club have never been clearer. For the right person, the role represents a career-defining role and the opportunity to make a positive difference not just to MFC, but to the whole town of Morecambe and the wider North Lancashire area that the club represents.

Main Duties & Responsibilities:

- Manage and improve every aspect of MFC's finance function and financial performance.
- Ensure that the club meets all legal financial, VAT, PAYE and EFL requirements, completing and submitting returns as required.
- Provide the GM and Board of Directors (BoD) with timely and accurate financial information and advice to enable the best possible decisions to be made.
- Assist in optimising the deployment of MFC's financial resources in support of the club's vision and strategy.
- Lead the finance function and manage the Finance Assistant.
- Prepare and maintain cashflow/budget forecasts and manage the cash requirements of the club.
- Prepare management accounts and other necessary financial reports on a monthly basis.
- Maintain relationships with external financial and professional advisors, including banks, insurers and auditors.
- Monitor financial initiatives carried out by other clubs and relevant businesses, in order to be able to recommend financial innovation and best practice.
- Process monthly payroll accurately and efficiently, ensuring that statutory deadlines are met.
- Prepare and submit quarterly VAT returns.
- Prepare year end information and manage the audit process.

Qualifications, Skills & Experience:

The successful candidate will possess:

- An ACA, ACCA, ICAEW, CIMA, CIPFA qualification or AAT with significant experience.
- A successful track record gained managing the finance function of a relevant business, in terms of scale and commercial activity. This may be within football, but those with a successful finance background in other industries are also encouraged to apply.
- Proven management skills.
- Impeccable integrity and exacting standards.
- An interest in football and the energy and initiative required to contribute to the execution of MFC's strategic vision.
- A willingness to work flexibly in keeping with the operations of a professional football club.
- A home in, or willingness to move to, a location that is within 45 minutes of MFC.

Summary:

This is not a normal finance role. Instead, it is the opportunity to play a crucial part in the next chapter of one of the most exciting stories in professional football. The successful candidate will be in the thick of the inner workings of a football club with a clear strategy and an ambitious but achievable vision.

How to Apply:

Please send your CV and a completed copy of the attached Morecambe FC application form, along with your salary expectations, to recruitment@morecambefc.com by Wednesday 22nd September 2021. The recruitment process is likely to involve three interview stages, COVID-restrictions allowing.

Morecambe Football Club is committed to equal opportunities and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, age or any other protected characteristic.