



Vacancy: 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 Chief Executive Officer, 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. 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.

This is an exciting opportunity for the right person to come into a positive and progressive environment and be able to make a vital impact on the Club's ongoing development.

This role will be permanent and full time, 37.5 hours per week, based at The Mazuma Stadium, Morecambe.

Opportunities for continued professional development will be provided for the successful candidate.

Summary:

Term: Permanent.

Salary: Competitive, commensurate to experience.

Closing date: 10am on Monday 3 April 2023

Interviews: w/c Monday 3 April 2023

To apply: Please refer to the below Job Description and email a completed application form, along with a copy of your CV and salary expectations to bensadler@morecambefc.com.

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.



Morecambe FC - Head of Finance

Department	Finance
Reports to	Chief Executive Officer
Contract	Full time, permanent
Hours of work	37.5 hours, flexible in line with demands of the role.
Remuneration	Competitive commensurate to experience
Holiday entitlement	28 days per annum inclusive of Bank Holidays
Key internal relationships	CEO, Club Department Heads, Board of Directors, Football Secretary
Purpose of the role	The Head of Finance has full responsibility for managing, controlling and optimising the financial performance of Morecambe Football Club (MFC). Reporting to the Chief Executive Officer 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.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> • Manage and improve every aspect of MFC's finance function and financial performance. • Be a key part of the Club's Senior Management and support all departments in achieving their targets through prompt and insightful information, data and feedback. • Ensure that the club meets all legal financial, VAT, PAYE and EFL requirements, completing and submitting returns as required. • Provide the CEO 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. • Collate payroll information for our external payroll bureau, ensuring that statutory deadlines are met. • Prepare and submit quarterly VAT returns. • Prepare year end information and manage the audit process.

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PERSONAL SPECIFICATION

	Essential	Desirable
Knowledge & Experience		
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 and the energy and initiative required to contribute to the execution of MFC's strategic vision.	✓	
Impeccable integrity and exacting standards.	✓	
Personal Qualities & Skills		
Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships	✓	
Have a polite and courteous manner and a personable approach	✓	
Energetic and forward thinking	✓	
Can offer solutions to problems, using initiative and common sense	✓	
Willing to work in high pressure situations	✓	
Confident, positive and happy speaking/interacting with people	✓	
Be organised and have good time management skills	✓	
Honest, reliable, dependable and trustworthy	✓	
Ability to think creatively and generate new ideas, in order to grow business and enhance revenue and profitability for the group	✓	
Excellent project management skills	✓	
Disciplined completer	✓	
Be flexible to meet the requirements of the needs of the business	✓	
Ability to build effective working relationships and influence across the organisation and with external partners to improve practices	✓	
IT literate, with the ability to use the full suite of Microsoft Office package and SAGE	✓	
Safeguarding & EDI		
To have due regard for safeguarding and child protection policies, including the welfare of children and young people. All Employees are subject to DBS checks, with our Head of Safeguarding prior to commencing the post.	✓	
To behave in an inclusive and respectful way, representing the positive EDI values of the Club at all times	✓	
Other		

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A willingness to learn and develop as an individual through CPD	✓	
Applicants must be over the age of 18	✓	

The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures. The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, Employee and customers. This Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.