

# EMPLOYMENT APPLICATION PACK:

Finance Manager



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If you would like to discuss the role further or have any questions, please contact:  
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## WHY WORK FOR HAMPSHIRE FA

We are committed to ***providing a positive culture for our people to thrive*** as part of our 2024-28 strategy. As such and to support our workforce, we offer a range of exciting benefits, including...

- + 25 days leave (plus bank holidays) & an additional day for your birthday
- + Up to two volunteer days per season to support local causes
- + Time off in lieu of out-of-hours working
- + A hybrid working model offering greater flexibility
- + A contributory pension scheme
- + Cycle to Work salary sacrifice scheme
- + SimplyHealth claim back scheme & online GP for your health needs ([more info](#))
- + Support Squad - a group of staff allies who provide support & guidance to peers whilst fostering a positive, safe & inclusive work environment



# Finance Manager

**Salary:** c. £40,000-45,000 pa    **Contract:** FT to Jun 2028 (with renewal option)

## What is the role?

We are looking for a finance professional to fill a newly created senior role within our expanding organisation. The role will control Hampshire FA financial operations and, through this, support delivery and development of grassroots football in the county.

## What will you do?

- You will control financial operations in line with best practice and FA guidance
- You will ensure compliance with FA rules, regulations and procedures
- You will oversee financial planning by analysing performance and risk

## What do you need?

- The ability to be analytical and think rationally
- Experience in finance management or similar
- Knowledge of corporate finance & accounting principles
- The ability to motivate and lead others

## Applications by Wednesday 15<sup>th</sup> April 2026:

To apply, complete the online application form. Interviews will take place at Winklebury Football Complex, RG23 8BF on **Thursday, 23<sup>rd</sup> April 2026**.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.cloud.microsoft/e/434MtHxqLC>

# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and, should this be required, please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## **Key Dates:**

Application Closing date – **15<sup>th</sup> April 2026**

Interview date – **23<sup>rd</sup> April 2026**



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Finance Manager
<b>Reports to</b>	Chief Executive Officer
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Strategy and Hampshire FA Evolving with the Game Strategy.</li> <li>To control Hampshire FA financial operations in accordance with best practice and FA Financial Operating Guidance Manual for County FA's</li> <li>To contribute to the effective implementation of The FA's Safeguarding 365 Operating Standard for County FA's</li> <li>To support the adoption of FA technology systems across grassroots football</li> <li>To comply with FA Rules, regulations, policies, procedures and guidance that are in place from time to time</li> <li>To oversee the financial planning of the Association by analysing its performance and risks.</li> </ul> <p>This role relates not only to Hampshire FA Ltd but all subsidiary companies.</p>
<b>Direct reports</b>	Finance Administrator
<b>Location</b>	Hampshire FA Hub sites (Winklebury, Stoneham, Front Lawn & KGV) – designated place of work TBC Hybrid Working policy in place (need to link working hours to support Finance Administrator)
<b>Working hours</b>	35 hours a week
<b>Contract type</b>	Full Time Contract through to 30 June 2028 with renewal option
<b>Salary</b>	c. £40,000-£45,000 per annum

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively role model and champion company values and expected behaviours</li> <li>Actively support the challenging of all forms of discrimination in football</li> <li>Adhere to the Staff Code of Conduct</li> </ul>
<b>Operational - Finance</b>	<ul style="list-style-type: none"> <li>Work with the Board Lead Director for Finance and CEO on the production of effective budgets and continuous review versus actual financial performance</li> <li>Prepare and produce management accounts with variance reports on a monthly basis for presentation to the CEO, Finance Committee and Board of Directors</li> <li>Prepare and produce short, medium and long term cash flow forecasts in monthly, quarterly and annual intervals</li> <li>Oversee all audit and banking control operations.</li> <li>Ensure compliance with external regulatory agencies such as HMRC and auditors</li> <li>Ensure all internal controls required to operate a sound financial and management accounting system are in place.</li> <li>Oversee banking reconciliations on a weekly basis reporting any concerns to the CEO</li> <li>Oversee the accounting software ensuring suitable access and nominal code activity is always maintained</li> <li>Attend meetings of the Finance Committee on a monthly basis</li> <li>Attend meetings of the Board on a monthly basis (for the presentation of finance reports only)</li> <li>Manage tax returns and oversee monthly payroll process.</li> <li>Ensure compliance with regulations, statutes and guidelines.</li> <li>Ensure financial controls and processes are in place</li> <li>Utilise accounting ratios to quickly assess financial performance at any time</li> <li>Manage payment of aged payables including supplier accounts and expenses and ensure aged receivables are managed in line with payment timescales</li> <li>Work with the appointed Finance Committee on financial reports, policies, procedures and controls</li> <li>Lead the competition of actions required to file year end accounts working with our Auditors.</li> <li>Manage fixed asset registers</li> <li>Ensure statutory accounts are filed with Companies House, within nine months of the financial year-end</li> <li>Ensure PCI-DSS compliance is maintained.</li> </ul>

<b>Operational - General</b>	<ul style="list-style-type: none"> <li>• Safeguard the interests of the membership and stakeholders of the Association.</li> <li>• Support the management of risk to the Association.</li> <li>• Monitor the financial affairs of the Association and ensure the effective use of financial resources.</li> <li>• Promote equality of opportunity throughout the Association.</li> <li>• Represent the Association to partners and stakeholders of the Association in a professional manner.</li> <li>• Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.</li> <li>• Support ongoing compliance with FA Code of Governance</li> <li>• To line manage the Finance Administrator</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Maintain strong links with key staff (CEO, Ops Manager, Operations Finance Administrator).</li> <li>• Develop strong working relationships with the Chair's of the Board and Finance Committee.</li> <li>• Develop strong working relationships with our stakeholders and suppliers</li> <li>• Mentor and support Finance Administrator role</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> </ul>
<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Ensure that the activity of Hampshire FA is inclusive, diverse and reflective of local communities</li> <li>• Ensure that the County FA complies with FA regulations, rules and procedures, including those for Safeguarding and EDI.</li> </ul>

**Skills**

**Knowledge/Experience**

<b>Essential (Required to fulfil role)</b>	<b>Skills</b>	<b>Knowledge/Experience</b>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>• Possess or show willingness to have an understanding of grassroots football</li> <li>• Analytical and rational thinking</li> <li>• Positive Attitude and highly self-motivated with ability to motivate others</li> <li>• Evidence of emotional intelligence and self-awareness</li> <li>• A strong commitment to promoting and embedding diversity and inclusion at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Highly numerate with strong financial acumen</li> <li>• Proven experience in finance management or similar role. This will include working as a Finance Manager (or similar role) and/or accountancy qualifications (qualified by experience may be considered)</li> <li>• In-depth knowledge of corporate finance and accounting principles, laws and best practices</li> <li>• Solid knowledge of managing cash flow, financial analysis and forecasting</li> <li>• Knowledge of compliance with HMRC procedures</li> <li>• Knowledge of using Xero accounting software</li> <li>• Previous line management experience</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to de-escalate heated and challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers, stakeholders and partner organisations</li> <li>• Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk</li> <li>• Knowledge of the structure and partner organisations within grassroots football, nationally and within Hampshire</li> </ul>

<b>Application Deadline:</b>	Wednesday 15 <sup>th</sup> April 2026
<b>Interviews to be held:</b>	Thursday 23 <sup>rd</sup> April 2026



# SUPPORTING INFORMATION

Hampshire FA Strategy | EVOLVING WITH THE GAME



Our **Evolving with the Game** strategy has been formed with the needs of our community in mind and centres around 12 clear member priorities that were identified through consultation. We believe that by focusing on these 12 key areas we will achieve success across all strategic objectives, provide the best possible service to our community and realise our purpose of **Creating Opportunities for Our Game to Evolve & Thrive**.

Both football and the Hampshire community are continuously changing so it is important that Hampshire FA adapts with it. We aim to be a modern County FA that acts in balance as both a local governing body for our game and a high-quality football service provider. We are confident that this unique combination will help to ensure football in Hampshire goes from strength to strength over the next four years and beyond.

To find out more about the 12 member priorities and our strategy in general, visit the dedicated page on our website:

<https://www.hampshirefa.com/about/evolving-with-the-game>



# SUPPORTING INFORMATION

Hampshire FA | OUR VALUES

## FORWARD THINKING

*Definition: Look to the past & future to identify ways to adapt, improve and progress*

BEHAVIOURS

Plan With Vision | think ahead and align plans to long-term strategic goals  
Reflect & Learn | review everything critically to maximise learning for next time  
Be Adaptable | react positively to change and be ready to make the most of any opportunity

## PERSON CENTERED

*Definition: Act inclusively with everyone's best interests at heart*

BEHAVIOURS

Be Approachable | ensure you are open and accessible to customers, members and colleagues  
Listen & Act | listen to feedback with an open mind and use it to be even better  
Be Open & Transparent | share information with honesty and clarity to keep people informed

## ACCOUNTABLE

*Definition: Be accountable to and for the game*

BEHAVIOURS

Take Ownership | accept responsibility, champion change and take meaningful action  
Act with Integrity | strive to be your best self at all times

## COLLABORATIVE

*Definition: Work as a community towards shared goals*

BEHAVIOURS

Build Relationships | create a network of partners and stakeholders who support each other  
Work as a Team | adopt a coordinated approach which includes and respects everyone's views  
Empower Others | support and upskill those around to us to achieve shared success



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Mon-Fri 8:30am - 10:00pm

Sat-Sun 9:00am - 6:00pm

Hampshire FA

