



# **LIVERPOOL COUNTY FA RECRUITMENT PACK**

## **FINANCE MANAGER**

November 2021



## ABOUT LCFA

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Liverpool County FA is one of the most prestigious County FAs in the country, serving in excess of 55,000 players, 500 clubs and 3,500 teams.

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment.

By promoting 'Football for All', we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

## ABOUT THE ROLE

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An important and exciting opportunity has arisen to join our Team.

We are seeking to recruit an inspiring, dynamic and motivated individual as our Finance Manager to take full responsibility for managing, controlling and optimising the financial performance of our business and LCFA Sefton CIC.

This role is crucial to the ongoing transformation of our business and so Liverpool County FA are looking for a highly skilled, knowledgeable and qualified candidate who can contribute to our strategic plan and the success of our businesses.

We have a talented team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join our Team as we continue to transform our organisation and focus on creating a better football experience for all.

The salary being offered for the role is £28,000 – £32,500 plus benefits, dependent upon experience.



# HOW TO APPLY

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The closing date for applications is **Thursday 16 December at 10:30AM**. Interviews for the positions will be held during **w/c 3 January 2022** with representatives from Liverpool County FA and The FA.

For an informal discussion about Liverpool County FA and the role of Finance Manager, please contact:

**Daniel Green | Chief Executive Officer**

[daniel.green@liverpoolfa.com](mailto:daniel.green@liverpoolfa.com)

0151 523 4488

To apply for the role of Finance Manager please submit a CV and covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Team.

Before applying, please see the relevant role profile below.

Completed applications can be sent to [recruitment@liverpoolfa.com](mailto:recruitment@liverpoolfa.com) along with a completed Equality & Diversity Form.

All applications should be marked 'Private & Confidential – LCFA Finance Manager'.

Liverpool County FA promotes inclusion, values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please highlight this in your application or contact the Chief Executive Officer who will be happy to offer support.

## *Disclosure and Barring Service Check*

*As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.*

*Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.*



# JOB DESCRIPTION & SPECIFICATION

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## **Job Purpose(s):**

- To support delivery of The FA National Game Strategy and Liverpool County FA & LCFA Sefton CIC Business Strategies.
- To manage all Liverpool County FA financial operations in accordance with The FA's County FA Financial Operating Guidance Manual.
- To manage all LCFA Sefton CIC financial operations and compliance.
- To lead on monthly management accounts, detailed quarterly forecasting and annual budgeting processes.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.

## **Job Responsibilities:**

- To lead on the production of effective budgets and continual review alongside actual financial performance.
- To manage all reporting activity to enable the Chief Executive Officer and/or Board to manage the business efficiently, including the timely preparation of regular management accounts and variance reports.
- Manage the day-to-day finances so that spend can be easily tracked.
- To manage payroll for LCFA and LCFA Sefton CIC monthly, including managing the company pension scheme.
- To produce and manage cashflow forecasts to facilitate informed decision-making around the investment of the organisation's reserves.
- To continually review and improve finance processes in line with best practice.
- To manage the accounting software ensuring suitable access is always maintained and all nominal code activity is also maintained accurately.
- To ensure compliance with external regulatory agencies such as HMRC, accountants and auditors.
- To manage bank accounts, petty cash and reconcile payments/receipts.
- To act as the primary contact for all banking and investments, ensuring that optimal levels of cash reserves (minimum six months) are always effectively managed.
- To act as the primary contact in the provision of financial reports to external stakeholders, including The FA and other grant funders.
- To manage all internal controls required to operate a sound financial and management accounting system are in place.

- To monitor, reconcile and audit Liverpool County FA's & LCFA Sefton CIC's investments and fixed assets as required by the Chief Executive Officer.
- To implement The FA Standard Chart of Accounts to report detailed income and expenditure at the end of each financial year.
- To manage any loans required for Liverpool County FA and LCFA Sefton CIC in accordance with the respective T&Cs.
- To ensure PCI-DSS compliance is maintained.
- To provide financial support to the Senior Leadership Team when considering new business opportunities and bid proposals.
- To support budget holders with annual budgeting and quarterly forecasting, as well as on-going cost control and monitoring.
- To ensure statutory accounts are filed with Companies House, within the specified timescales following year-end.
- To provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- To provide administration support to safeguarding programmes, activities, events and communications.
- To maintain basic safeguarding awareness training and contribute to ensuring that safeguarding and equality are embedded throughout Liverpool County FA and grassroots football.
- To execute additional tasks as required to meet Liverpool County FA's changing priorities.

#### **Qualifications:**

- Proven experience in a financial role.
- AAT/ ACCA/ ACA/CIMA qualified or equivalent experience.

#### **Skills:**

- Highly numerate with strong financial acumen.
- Excellent analytical skills with the ability to analyse information and present it in a meaningful way.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to maintain high levels of confidentiality/trust.
- Ability to work independently or as a team.
- Excellent time management and prioritisation skills.
- Outstanding communication and interpersonal skills.
- Experience of presenting to Senior Leadership Team and Board level
- Excellent IT skills, including the use of Microsoft Office applications.

### **Knowledge & Experience**

- Proven experience of using accounting software applications (including Xero).
- Proven experience of managing and processing payroll Knowledge of PCI-DSS compliance.
- Knowledge of CIC and Charity accounting.
- Knowledge and experience of compliance with HMRC procedures.
- Experience of producing executive financial reports
- Experience of producing and managing cashflow

**Enhanced DBS Check required?** Yes

**Clean, full driving license required?** Yes

The successful applicant will be expected to work in accordance with the values of Liverpool County FA at all time.

### **Liverpool County FA Values & Behaviours**

- **Teamwork**
- **Inclusivity**
- **Passion**
- **Integrity**

Job Description authorised by: **Daniel Green, Chief Executive Officer**

Date Job Description authorised: **November 2021**

Signed by job holder

(on appointment) .....