

RECRUITMENT PACK

Financial Controller

Who we are
Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy
'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose
Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values
We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential'.

Season Review link: https://www.middlesexfa.com/news/2026/sep/17/2025-26-annual-review

Strategy link: https://www.middlesexfa.com/about/strategy-2024-28

ROLE DESCRIPTION

Financial Controller

What is the role?

The Financial Controller will oversee Middlesex FA's financial operations in accordance with best practice, supporting the Chief Executive Officer and Board with budgeting, financial reporting and sound financial management. The role supports delivery of The FA Grassroots Football Strategy and Middlesex FA Business Strategy. Working closely with colleagues across the organisation, the postholder will help budget holders understand financial performance, manage expenditure and make informed decisions. They will also maintain robust financial controls and accurate records, ensuring resources are managed effectively to support the long-term sustainability of grassroots football in Middlesex.

What will you do?

- Support budgeting and monitor actual financial performance, producing timely management accounts and variance reports.
- Oversee payroll, cash flow, banking, investments, accounting software and financial controls.
- Manage regulatory compliance, statutory accounts, fixed assets and employee and volunteer expenses.

If you need any more information or have any questions about this role, please contact Management@middlesexfa.com.



APPLICATION PROCESS

To apply, please complete the below Application Form and send it (no CVs) to management@middlesexfa.com.
Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.com who can arrange for any reasonable adjustment to be made for your application.

Middlesex FA is committed to Equality, Diversity and Inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

KEY DATES

APPLICATION CLOSING DATE: Wednesday 9th December 2026

INTERVIEWS: Thursday 7th January 2027



INDIVIDUAL ROLE PROFILE

Financial Controller

Reports to: Chief Executive Officer

Direct Reports: N/A

Role Purpose: To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.
To control the Middlesex FA financial operations in accordance with best practice (refer to County FA Financial Operating Guidance Manual).
To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
To support the adoption of FA technology systems across grassroots football.
To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Salary Band: £35,000

Working Hours: Full-time, 35 hours per week (5 days). Flexible working hours between 8:00am – 6:00pm. Applications for a part-time arrangement of 3.5 days per week (70% FTE) will also be considered, with salary and benefits offered on a pro-rata basis.

Contract Type: Fixed term until 30th June 2028

Location: Office based (Middlesex FA HQ, UB5 5FA). Minimum requirement of two days in the office per week.

Responsibilities
• Support the Chief Executive Officer with the production of effective budgets and continual review alongside actual financial performance. • Produce all reporting activity that will enable the Chief Executive Officer and Board to manage the business efficiently, including the timely preparation of regular management accounts and variance reports. • Manage finances so that spend (e.g. safeguarding) can be easily tracked. • Control and oversee the payroll. • Effectively manage short and medium term cash flow. • Oversee the accounting software ensuring suitable access is always maintained and all nominal code activity is also maintained. • Ensure compliance with external regulatory agencies such as HMRC, accountants and auditors. • Be the key contact for all banking and investments, ensuring that optimal levels of cash reserves (up to eight months) are always effectively managed. • Ensure all internal controls required to operate a sound financial and management accounting system are in place. • Adopt The FA Standard Chart of Accounts to report detailed income and expenditure at the end of each financial year. • Manage any loans required for the Middlesex FA. • Ensure a fixed-asset register is maintained. • Utilise accounting ratios to quickly assess financial performance at any given time. • Ensure employee and volunteer expenses are correctly managed. • Ensure PCI-DSS compliance is maintained. • Ensure statutory accounts are filed with Companies House, within nine months of the financial year-end (preferably 30th June). • Provide the highest level of customer excellence to support volunteers across all FA Technology systems. • Provide administration support to safeguarding programmes, activities, events and communications. • Maintain basic safeguarding awareness training and contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football. • Execute additional tasks as required to meet Middlesex FA changing priorities.

Person specification	
Qualifications	
Essential • Educated to A Level or equivalent.	**Desirable** • A qualification in a finance or accounting-related discipline. • A business administration qualification
Skills	
Essential • Highly numerate with strong financial acumen. • Ability to work with a high degree of accuracy and attention to detail. • Ability to maintain a high level of confidentiality and trust. • Ability to work independently and as part of a team. • Excellent time management and prioritisation skills. • Outstanding communication and interpersonal skills. • Excellent IT skills, including the use of Microsoft Office applications.	**Desirable** • Ability to develop a strong financial culture within organisation
Knowledge and experience	
Essential • Knowledge and experience of compliance with HMRC procedures. • Experience of producing financial reports. • Experience of managing cashflow. • Experience of maintaining fixed-asset registers • Experience of maintaining good internal controls supporting the finance operation.	**Desirable** • Knowledge of using accounting software applications (including Xero). • Knowledge of The FA Finance Operating Guidance Manual. • Knowledge of The FA Standard Chart of Accounts. • Knowledge and understanding of accounting ratios. • Experience of filing statutory accounts with Companies House. • Experience of training and engaging with non-financial staff • Knowledge of PCI-DSS compliance. • Experience of managing expenses.
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES

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WHY WORK FOR MIDDLESEX FA?

CYCLESCHEME
Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12-month period.

BIRTHDAY
We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.

ADDITIONAL DAYS
We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).

STAFF SOCIALS
Our team training days always contain social activity.

TRAINING
We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.

ACCESS TO FA TICKETS
Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.

FLEXIBLE AND AGILE WORKING
We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.

STAFF DISCOUNT
Staff can purchase goods from Rectory Park at a discount.

STANDARD BENEFITS FOR MIDDLESEX FA?

Workplace pension scheme

Free Nike Staff Uniform every year

Employee Assistance Programme

Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more)

Annual Leave entitlement

Middlesex Football Association
Job Application Pack

Position Applied for:	
Job Reference:	N/A
How you learnt about this position	*Please provide an answer as it helps us refine future recruitment processes*

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1: Personal Details

Surname	
Address	
Postcode	
Email Address	

Forename	
Home No	
Mobile No	
National Insurance No.	

Can we contact you at work?	Choose an item.
If yes, Work Telephone Number:	

Are you free to remain and take up employment in the UK with no current immigration restrictions	Choose an item.

If you are successful you will be required to provide relevant evidence of the above details

Section 2: Present Employment (*if not currently employed please give details of last employer*)

Name of Employer:	
Address:	
Postcode:	
Salary:	

Job Title:	
Date of Appointment:	
Department/Location:	

Brief Description of duties:
Continue on a separate sheet if necessary.

Period of Notice:		**Last day of service: If no longer employed**	
Reason for Leaving (if no longer employed):			

Section 3: Previous Employment (most recent employer first)

Name of Employer:			
Address:			
Postcode:			
Position Held:			
Start Date:		**End Date:**	
Summary of Duties:			
Reason for Leaving:			

Name of Employer:			
Address:			
Postcode:			
Position Held:			
Start Date:		**End Date:**	
Summary of Duties:			
Reason for Leaving:			

Name of Employer:			
Address:			
Postcode:			
Position Held:			
Start Date:		**End Date:**	
Summary of Duties:			
Reason for Leaving:			

Section 4: Education

Qualifications obtained from Schools, Colleges and Universities (*please list the highest qualification first)*

College or University	Start (mm/yy)	Completed (mm/yy)	Course	Qualifications and Grade obtained

School	Start (mm/yy)	Completed (mm/yy)	Subjects	Qualifications

Professional / Coaching Qualifications

Professional / Coaching Qualifications	Course Details (Level/Pass Date)

Section 5: Training and Development (*please give details of any training and development or non-qualifications courses which support your application. Include any on the job training as well as a formal course)*

Title of Training Programme or Course	Duration of Course

Section 6: Personal Statement

Skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please feel free to include this information.

Attach and label any additional sheets used *(we recommend no more than one additional A4 sheet).*

Section 7: Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act (1974)	Choose an item.
If yes, please give details / dates of offence(s) and sentence:	

Section 8: Protecting Children and Vulnerable Adults (this information may be required if the post you are applying for requires a Disclosure and Barring Service (DBS) police check)

Are you aware of any police enquires undertaken following allegations made against you, which may have bearing on your suitability for this post	Choose an item.

Section 9: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	
Name:	
Position:	
Work Relationship:	
Organisation:	
Address:	
Postcode:	
Telephone No:	
Email:	

Reference 2	
Name:	
Position:	
Work Relationship:	
Organisation:	
Address:	
Postcode:	
Telephone No:	
Email:	

Are you willing for this referee to be approached prior to the interview?	Choose an item.

Are you willing for this referee to be approached prior to the interview?	Choose an item.

Section 10: Declaration

Signed:	

Date:	