



NORTHANTS
FOOTBALL

CREATE
THE FEELING

NORTHAMPTONSHIRE FA

RECRUITMENT PACK
Head of Finance

JOIN
THE TEAM
Today



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**CREATE
THE  FEELING**



INTRODUCTION FROM OUR CHIEF EXECUTIVE



A year into our 24-28 Strategy, Create the Feeling, we look forward to an exciting future for our County FA as we aim to inspire positive change through football. With the desire to create fun, inclusive and safe football opportunities for all at our very heart, we are looking for a committed team player to help us on the journey delivering this strategy.

We pride ourselves on being a positive and dynamic County FA, with a reputation for robust safeguarding, having recently passed our NCPCC Safeguarding 365 Assessment we strive to ensure that all those in football can be safe and enjoying our beautiful game in supportive and inclusive environments.

A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation with a greater number of volunteers clearly able to identify the contributions of the Association to the wider football community. We are ensuring that our policies and processes are those that any forward-thinking business needs as a County recognised as compliant with The FA's Code of Governance for County FAs.

Our Create the Feeling strategy is bold, ambitious and ready to make the positive changes that the future of football needs. To that end we are looking to strengthen the County FA workforce by adding experienced, committed and enthusiastic individual to join our staff team as a Head of Finance to strengthen our financial management procedures, manage all matters relating to financial performance and contribute to maximising the opportunities Kettering Sports Parks offer.

We look forward to hearing from you...

Kirsty Clarke
Chief Executive Officer & Senior Safeguarding Lead



NORTHANTS FOOTBALL

ABOUT NORTHAMPTONSHIRE FA

Northamptonshire FA is the not-for-profit local governing body for football in Northamptonshire. Our role is simple; to empower the People, create the Places, develop the Pathways, and collaborate with the Partners to ensure that football in Northamptonshire Creates The Feeling that only football can.

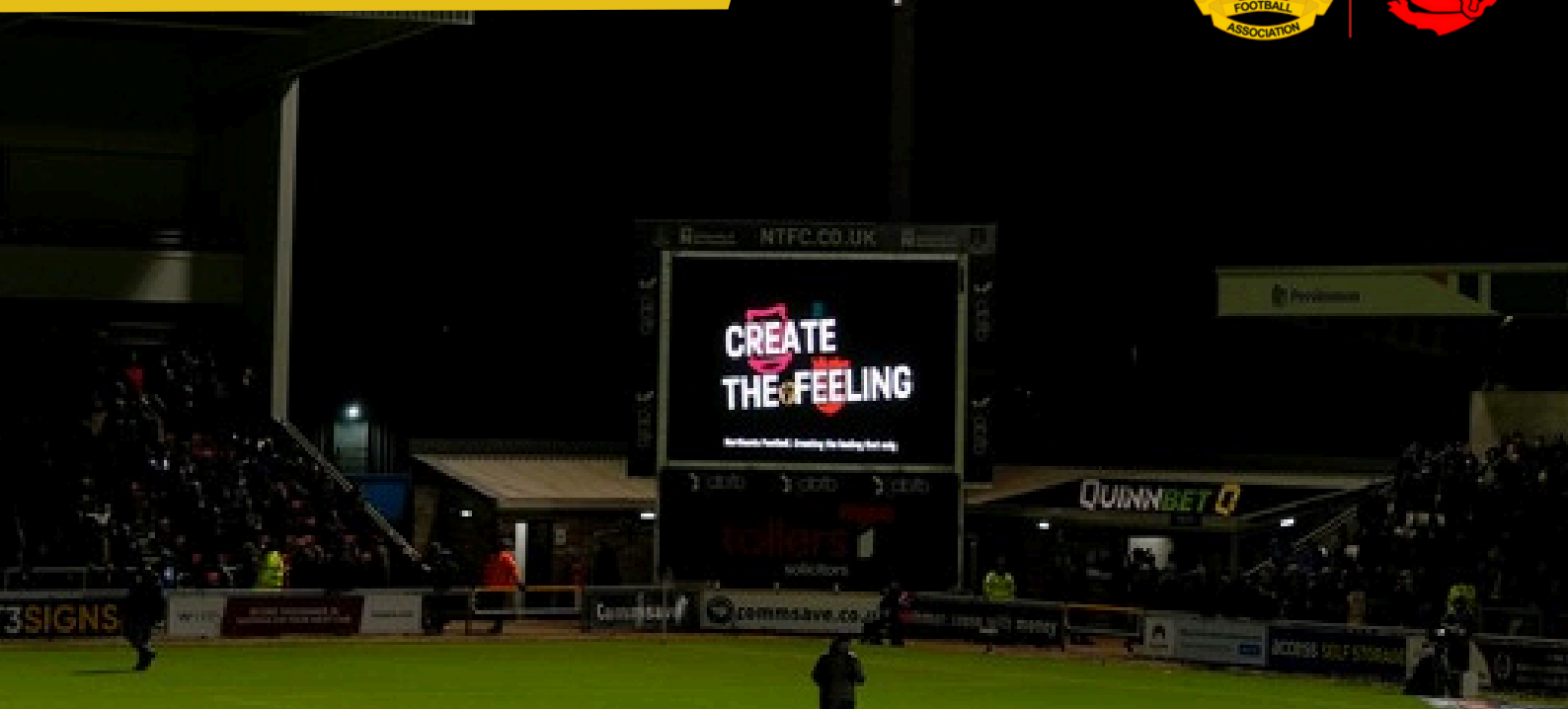
Since 1895, Northamptonshire FA has been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northamptonshire FA plays in football has changed significantly. We now oversee over 27,000 players across 1,600 teams, engaging with thousands of coaches, referees, supporters, club and league officials, and parents.

Based in Northampton, Northamptonshire FA is responsible for everyone's journey in football in our County, and our role is to keep opening opportunities and breaking down barriers for more people to enjoy the beautiful game.

Our staff team provide expert advice and support to our members across a variety of football development, safeguarding, and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in various fields.

Our ambition for improving the game and impacting people's lives drives our strategy and the work we do.



OUR STRATEGY

Following the success of our previous strategy, in October 2024 we launched our new four-year strategy. 'Create The Feeling' puts the People, Places, Pathways and Partnerships at the heart of everything we do, helping us to ensure football in Northamptonshire continues to Create The Feeling that only football can.

Our last strategy, 'Protect, Promote, Progress', supported us to navigate through and recover from a global pandemic, achieving and surpassing numerous KPIs throughout.

**CREATE
THE FEELING**

Our versatile, highly qualified, and diverse Board of Directors and a streamlined but focused team of staff will bring our strategy to life for the next four years.

Underpinned by our non-negotiables of Safeguarding, Equality, Diversity and Inclusion (EDI), and Governance that build the foundation of our strategy, 'Create The Feeling' will drive us to ensure the next chapter in the Association's illustrious history builds on our recent success and flourishes for the years ahead.

Our Values drive us to bring our strategy to life:

- we are **Visible**
- we are **Supportive**
- we are **Inclusive**
- we are **Proactive**
- we are **Progressive**



STRATEGIC GOALS



Our strategic goals can be summarised into 4 areas: **People**, **Places**, **Pathways** and **Partnerships**:





THE OPPORTUNITY & ROLE PURPOSE

THE OPPORTUNITY

We're seeking an experienced Head of Finance to join the team to oversee the financial performance, the strengthening of our financial procedures and management of all financial matters across the business.

At an exciting point in our strategy where we are increasing our delivery across the football pathways, recently opened the Kettering Sports Park (a facility which includes a brand-new 3G Football Turf Pitch, a 400m athletics track and a refurbished pavilion), we are FA Code of Governance Compliant and have recently passed our NSPCC Safeguarding 365 assessment we are looking to further strengthen our effectiveness as a County Football Association.

The Head of Finance will report directly to the CEO and have line management responsibilities for the Finance Assistant. They will ensure that financial reporting is in line with legal and regulatory requirements and ensure that the Board has accurate and timely information to inform decision-making. As part of the Senior Management Team, they will engage with colleagues across the business to manage finance operations.

We're looking for a qualified accountant with a high level of proficiency in using xero accounting software who is experienced in developing and embedding financial procedures with a small highly motivated team.

This is a unique opportunity to play a key role in supporting grassroots football in Northamptonshire, while contributing to our bold 2024-28 strategy - Create the Feeling.

JOB TITLE

Head of Finance

REPORTS TO

Chief Executive Officer

WORKING HOURS

21 hours

LOCATION

9 Duncan Close, Red House Square, Moulton Park, Northampton, NN3 6WL

ROLE PURPOSE

- To support delivery of The FA Grassroots Football Strategy and the Northamptonshire FA Business Strategy.
- To assist in the efficient running of the Football Development Team
- To contribute to the effective implementation of The FA's Safeguarding Operating 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.

DIRECT REPORTS

Finance assistant

SALARY

£38,000 per annum pro-rata

CONTRACT TYPE

Part-time Permanent



ROLE RESPONSIBILITIES

Financial Leadership & Reporting

- Lead production of all financial reporting for the CEO, Board and Committees, including clear analysis, narrative and forecasting.
- Provide strategic financial insight to support long-term planning and operational delivery
- Support the CEO in the production of annual budgets, in year reforecasting.
- Manage financial activity accurately to ensure spend can be tracked, utilise accounting ratios to assess financial performance.

Financial Control & Governance

- Implement and oversee strong internal financial controls, policies and financial procedures in line with The FA's Financial Operating procedures and the Code of Governance.
- Review monthly journals, reconciliations and balance sheet integrity.
- Maintain the fixed asset register
- Ensure compliance with external regulatory agencies (HMRC, Companies House) and ensure we are operating with the FA financial guidelines.

Systems & Process Development

- Oversee Xero activity maximising its functionality for business efficiency
- Maintain accurate supplier, debtor and financial records
- Drive continuous improvement across all finance processes and reporting.



ROLE RESPONSIBILITIES CONTINUED

Payroll, Cashflow & Credit Control

- Oversee accurate, timely payroll
- Monitor and forecast cash flow, preparing rolling projections and risk scenarios.
- Manage debtor and creditor processes, including active credit control and its effective reporting to the CEO and Board.

Treasury & banking

- Act as main point of contact with banks and financial partners
- Manage reserves, cash holdings and treasury activity in line with Board-approved policies

Audit & Statutory Accounts

- Lead preparation of annual statutory accounts
- Liaise with external auditors and respond to audit recommendations.
- Ensure all statutory filings are accurate and on time

Safeguarding, Compliance & Conduct

- Be aware and adhere to all Northamptonshire FA policies and procedures, including Safeguarding and Equality & Diversity.
- Maintain absolute confidentiality at all times.
- Work with colleagues to embed safeguarding and equality throughout the Northamptonshire FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Execute tasks as required in order to meet the Northamptonshire FA changing priorities.

WHAT WE'RE LOOKING FOR



Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to A level or equivalent • ACCA, CIMA, ACA or equivalent qualification, or clear progression towards qualification with appropriate senior finance experience 	<ul style="list-style-type: none"> • Degree in Finance, Accounting Business Management/Administration or related discipline • Safeguarding training certification
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of producing financial reports, including those for Board • Budget development, monitoring and forecasting • Cashflow and treasury oversight • Experience and knowledge of compliance with HMRC, including payroll and VAT. • Preparing statutory accounts and managing external audits • Experience of filing with Companies House and Charities Commission. • Experience of maintaining a fixed-asset register • Maintaining good internal controls • Experience of using Xero • Supervisory role or line management experience. 	<ul style="list-style-type: none"> • Experience in sport, membership organisations or regulated non-profit companies • Knowledge of The FA Finance Operating Guidance Manual and The FA Standard Chart of Accounts • Understanding and application of accounting ratios • Ability to present financial information effectively to non-financial staff
Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Highly numerate with a strong financial acumen. • Ability to work with a high degree of accuracy and attention to detail. • Excellent IT skills, including Microsoft Office applications. • Ability to work independent or as part of a team. • Able to maintain a high level of confidentiality. • Communication: Good oral and written communication skills 	
Clean, full driving licence?	YES
Enhanced DBS check required?	YES

WHAT WE'RE LOOKING FOR



Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none">• Highly motivated, proactive, and flexible with a commitment to high standards• Ability to remain calm under pressure, good time management, and excellent organisational skills• A commitment to ongoing professional development and learning.	<ul style="list-style-type: none">• Motivation: Be a self-starter with a can-do attitude• Interest in sport or community impact.
Clean, full driving licence?	YES
Enhanced DBS check required?	YES
Willing to work evening and weekend shifts	Occasional for Board/Committee needs

WHAT NORTHAMPTONSHIRE FA CAN OFFER YOU

- The opportunity to join an innovative County Football Association
- A workplace pension scheme
- A company health plan
- Company expenses policy
- 33 days annual leave entitlement, including bank holidays (pro-rata)
- Flexible working policy
- A commitment to continued professional development and access to a comprehensive suite of online learning
- Access to the FA Employee Assistance Programme
- Access to occasional FA fixtures at Wembley Stadium
- An organisation that prioritises staff health and wellbeing

For any questions about this role or the recruitment pack, please contact Kirsty Clarke, CEO, at Kirsty.Clarke@northamptonshirefa.com or Andy Campling, Finance Director, at andy.campling@northamptonshirefa.com



Northamptonshire FA is 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.

The role holder will be expected to understand and work in accordance with the values below:

Our Values



VISIBLE



PROACTIVE



SUPPORTIVE



PROGRESSIVE



INCLUSIVE



PEOPLE



PLACES



PATHWAYS



PARTNERSHIPS



HOW TO APPLY

ONLINE APPLICATION FORM

EQUALITY & DIVERSITY MONITORING FORM

Please complete both the online application form and the Equality and Diversity Monitoring Form.

The Equality and Diversity Monitoring Form is voluntary and completely anonymous. The information you provide is strictly confidential and will be used for monitoring purposes only, and will not be linked to your application or impact the selection process in any way. Your contribution helps us to ensure that our recruitment processes are fair, transparent, and inclusive.

The application form can not be saved and returned to, so we recommend completing your answers in a Word document or similar beforehand to then transfer your answers to the application form ahead of submission.

Closing date for applications: Monday 16th February 2026 9am

Interviews: Week Commencing w/c 23rd February 2026

For an informal discussion about the opportunity, please contact Kirsty Clarke, CEO, by email Kirsty.Clarke@northamptonshirefa.com

Shortlisted candidates will be informed in advance that the interview process includes an in-tray exercise, which will be based on realistic role-related scenarios.

Northamptonshire FA have recently made the commitment to introduce an anonymous shortlisting process. Applications will be anonymised before being reviewed by the shortlisting panel.

Northamptonshire FA is an equal opportunity employer and positively encourage applications from eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief. If you require any reasonable adjustments at any stage, such as an alternative method to submit your application, please get in touch.

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us is held and processed in accordance with the relevant data protection legislation. The data you provide us with is stored securely on our computerised database for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered an interest in.



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