

Role Profile

Job Title:	Finance Manager		
Reports To:	Chief Executive Officer (CEO)	Jobs Reporting into the Job Holder:	Finance Assistant
1. Job Purpose			
<ul style="list-style-type: none"> • To manage all aspects of the financial operations of the Surrey FA. • To identify additional commercial and charitable income opportunities. • To support delivery of the Surrey County FA Strategy. 			
2. Principal Accountabilities/Responsibilities			
<p>Leadership:</p> <ul style="list-style-type: none"> • To manage and own all aspects of the organisations finances, including financial planning, management of financial risks, record-keeping and financial reporting. • To provide financial expertise in relation to commercial sponsorship agreements, funding applications and bid writing. • To identify and maximise all benefits available to the organisation from its charitable status. • To act as the primary contact in the provision of financial reports to the organisations stakeholders, including the Board, the FA, and other funders in relation to grant funding. <p>Financial Reporting:</p> <ul style="list-style-type: none"> • To develop and review the annual budget and monthly forecasts of business performance, in conjunction with the relevant department managers. • To provide monthly management accounts to the Finance Sub Committee and quarterly management accounts to the Board. • To produce and analyse cashflow forecasts to facilitate informed decision-making around the investment of the organisations reserves • Ensure all relevant financial records are complete to allow the Annual Accounts to be audited in line with Charity accounting. <p>Company Secretarial Duties:</p> <ul style="list-style-type: none"> • To act as Company Secretary and liaise with the CEO / Finance Director on all financial matters. • To attend, and take minutes of, all Board meetings. 			

General:	
<ul style="list-style-type: none"> • To manage the payroll for staff / tutors monthly using Xero payroll, including managing the company pension scheme • Manage bank accounts, petty cash and reconcile payments / receipts. • Process sales and purchase invoices, including expense claims from Staff and County Members. • To liaise with insurance broker and Football Services manager to ensure appropriate insurance products are available for clubs and leagues. • Managing the distribution and sale of FA tickets. 	
3. Knowledge/Experience/Technical Skills/Behaviours	
a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> • Previous experience in a Financial role • ATT / CIMA qualified or equivalent experience • Knowledge of accounting software & payroll preferably Xero • Knowledge of charity accounting and fundraising • Ability to multi-task and prioritise effectively • Ability to proactively work with internal and external partners • Significant experience of using Microsoft Office including Word and Excel • Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice 	<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> • Line Management experience • Experience of securing sponsors, commercial partners, corporate or charitable donations. • Knowledge of The FA National Game Strategy • Knowledge/experience of grassroots football
b) Surrey FA Values & Behaviours	
<ul style="list-style-type: none"> • Excellence – Approachable, knowledgeable staff and County members delivering a proactive and professional service • Inclusion – Ensuring equality is at the heart of everything we do • Innovation – Embracing new ways of working, new technologies and responding to customer feedback 	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.