

JOIN OUR TEAM
FINANCE
OFFICER
APPLICATION PACK



ENGLAND
FOOTBALL



ROLE: FINANCE OFFICER

TERM: PERMENANT

HOURS: THE WORKING HOURS ARE UP TO 25 PER WEEK AND CAN BE AGREED ON A FLEXIBLE BASIS. OPTION TO REDUCE HOURS ON A JOB SHARE BASIS.

SALARY: PAY SCALE UP TO £25,000 PRO RATA

LOCATION: THE ROLE LOCATION IS FLEXIBLE HOWEVER WILL REQUIRE A MIX OF OFFICE AND HOME WORKING. WE ANTICIPATE 3-DAYS PER WEEK AT GREEN LANE PLAYING FIELDS, GREEN LANE, DEVIZES, SN10 5EP

AN INTRODUCTION TO WILTSHIRE FA

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. Wiltshire County FA is proud to support football for all.

The Association has moved to our £1.7m purpose-built football 'hub' facility in Devizes. The facility is a beacon for football in Wiltshire that services the entire community and to ensure success we are seeking to recruit a Finance Officer.

ABOUT THE ROLE OF FINANCE OFFICER

The successful candidate will support the Wiltshire FAs financial management, supporting the association to deliver against the vision and objectives set within our corporate strategy 2021-2024.

The post holder will report to the Chief Executive Officer.

WHAT ARE WE LOOKING FOR?

Full details of the position can be found within the Role Profile and Person Specification. A snapshot is provided below:

Job Purpose

- To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy.
- To control the Wiltshire 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 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.

WHAT ROLES ARE WE LOOKING TO FILL?

A Finance Officer working 25-hours per week.

WHAT CAN WE CAN OFFER IN RETURN?

- Salary up to £25,000
- Wiltshire County FA offers all employees a generous allocation of 28-days annual leave (pro rata) + Bank Holidays, 3% contributory pension and training opportunities.
- A commitment to learning & development – where we invest in our people, offering coaching and mentoring programmes along with technical and professional development and qualifications.
- An opportunity to be part of a forward thinking, progressive business.
- The chance to work with key strategic stakeholders within both the grassroots and the professional game.
- An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

TO APPLY

To apply please complete and submit the application form found within the application pack at wiltshirefa.com/vacancies and cover letter clearly outlining how you meet the job specification.

Applications should be marked 'Private and Confidential' and submitted to the Chief Executive Officer, at Oliver.Selfe@wiltshirefa.com. CVs on their own will not be accepted.

Closing date: 5pm on Friday 29th September 2023

Interviews: Thursday 12th October 2023

Wiltshire County Football Association is committed to equality of opportunity and welcomes applications from all sections of the community.

HOW CAN I FIND OUT FURTHER INFORMATION?

Further information on the role can be found on wiltshirefa.com or by contacting Oliver Selfe on 01793 486047 or Oliver.Selfe@WiltshireFA.com

IS THERE ANYTHING ELSE I NEED TO KNOW?

WCFA 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.