



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	Finance Officer
<b>Reports to</b>	Chief Executive Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy.</li> <li>To control the Wiltshire FA financial operations in accordance with best practice (refer to County FA Financial Operating Guidance Manual).</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	N/A

<b>Location</b>	The role location is flexible however will require a mix of office and home working. We anticipate 2 days per week located at our offices located at Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.
<b>Working hours</b>	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.
<b>Salary</b>	Up to £25,000 pro-rata
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Support the Chief Executive Officer with the production of effective budgets and continual review alongside actual financial performance.</li> <li>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.</li> <li>Manage finances so that spend (e.g. safeguarding) can be easily tracked in line with the company annual budget.</li> <li>Control and oversee the payroll.</li> <li>Effectively manage short- and medium-term cash flow.</li> <li>Oversee the accounting software (Xero) ensuring suitable access is always maintained and all nominal code activity is also maintained.</li> <li>Ensure compliance with external regulatory agencies such as HMRC, accountants and auditors.</li> <li>Be the key contact for all banking and investments, ensuring that optimal levels of cash reserves (up to eight months) are always effectively managed.</li> <li>Ensure all internal controls required to operate a sound financial and management accounting system are in place.</li> <li>Work with accountants to gathering relevant information to support the production of end of year financial accounts.</li> <li>Work with the CEO and Finance Director to manage any investments and loans required for the Wiltshire FA.</li> <li>Ensure a fixed-asset register is maintained.</li> <li>Utilise accounting ratios to quickly assess financial performance at any given time.</li> <li>Ensure employee and volunteer expenses are correctly managed.</li> <li>Ensure PCI-DSS compliance is maintained.</li> <li>Ensure statutory accounts are filed with Companies House, within nine months of the financial year-end (preferably 30<sup>th</sup> June).</li> </ul>	



- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- 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 Wiltshire County FA and grassroots football.
- Execute additional tasks as required to meet Wiltshire FA changing priorities.
- Support the association with implementation of new booking and POS systems.
- Work with Wiltshire FA staff to implement debt management processes.
- Ensure VAT is reconciled accurately to enable accounts to file quarterly VAT returns.

### Person specification

#### Qualifications

##### Essential

- Mathematics GCSE Grade C or above (or equivalent).
- 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

#### Knowledge and experience

##### Essential

- Knowledge and experience of compliance with HMRC procedures.
- Experience of producing financial reports.
- Experience of managing cashflow.

##### Desirable

- Knowledge of using accounting software applications (including Xero).
- Knowledge of compiling Finance Operating procedures.
- Knowledge and understanding of accounting ratios.
- Experience of filing statutory accounts with Companies House.
- Experience of maintaining fixed-asset ratios.
- Knowledge of PCI-DSS compliance.
- Experience of managing expenses.
- Knowledge of partial exemption VAT

#### Enhanced DBS Check required?

Yes this will be provided on appointment to the role.

#### Clean, full driving licence?

Desirable



**The job holder will be expected to understand and work in accordance with the values and behaviours described below**

FA value	Behaviours
Honesty	<ul style="list-style-type: none"> <li>• Demonstrates the ability and courage to say no.</li> <li>• Possess the Courage To Face The Truth.</li> <li>• Does the right thing, not the easy thing.</li> <li>• Is real to themselves and others.</li> </ul> <p>Tells the truth even if it is not what others wish to hear.</p>
Approachability	<ul style="list-style-type: none"> <li>• Listens carefully and is able to respond specifically to peoples issues.</li> <li>• Shares perspectives in a professional manner and encourages others to respond.</li> <li>• Demonstrate good body language that provides people with the confidence to approach you.</li> <li>• Avoids showing negative emotions even when you receive bad news.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance all the times</li> <li>• Can be persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>
Inclusivity	<ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>
Transparency	<ul style="list-style-type: none"> <li>• Adapts how information is presented to engage with a range of different stakeholder.</li> <li>• Provides stakeholders with a clear understanding of the business strategy and objectives.</li> <li>• Engages others in the decision-making process.</li> <li>• Informs the individuals about information which could affect them even if the news is not positive.</li> <li>• Challenges poor behaviours of colleagues and stakeholders.</li> </ul>

<b>Job description reviewed and modified by:</b>	Oliver Selfe (CEO) and Jon Dennis (SNED)
<b>Date job description reviewed and modified:</b>	2 <sup>nd</sup> September 2021
<b>Job description authorised by:</b>	Clive Archer (Chairman)

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	