



Job Title: Management Accountant
Reports to: Head of Finance
Location: Bloomfield Road, Blackpool
Hours: 37.5 per week
Salary: Up to £30,000 pa (Dependant on Experience)

Who we are:

Blackpool Football Club is an English Professional Association Football Club based in the seaside town of Blackpool, Lancashire.

The club was founded in 1887 and has a very storied history, from being a founding member of the Lancashire League in 1889, rising to the Top-Flight of the Football League (the old First Division) in 1930, to winning the FA Cup in 1953 and being promoted to the Premier League in 2010 (becoming the first Club to gain promotion from every division of the Football League via the play-off system.)

The team are competing in League One, the third tier of the English Football League.

The club have played their home games at Bloomfield Road since 1901.

About the Role:

Blackpool Football Club are seeking a Management Accountant to join the existing Finance Team at Bloomfield Road.

Reporting to the Head of Finance and working within a small team, you will be responsible for leading the production of Management Accounts while overseeing the banking, procurement, and sales invoice side of the business.

As the Management Accountant, you will play a pivotal role in the financial management and reporting of the Club. You will be responsible for providing accurate financial information, organising and processing payment runs while supporting strategic decision-making processes.

You will support Blackpool Football Club, Blackpool Football Club Hotel and wider business in all matters of accounting.



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Key Responsibilities and Duties:

- Preparation and production of the monthly Management Accounts, including profit and loss statements & balance sheets.
- Monthly balance sheet reconciliations.
- Assisting in the preparation of annual budgets and forecasts, in accordance with the Club's budgeting process and related budgetary control.
- Assisting with the preparation of relevant football industry reports e.g. SCMP and EPPP reporting,
- Assisting in the external audit process.
- Gathering of monthly payroll information in preparation for processing.
- Oversee the preparation of the Quarterly VAT Returns.
- Reporting to external bodies including HMRC and ONS.
- Oversee the purchase and sales ledgers, including posting invoices, credit control, purchase orders.
- Organising and processing payment runs.
- Bank reconciliations.
- Petty cash reconciliations.
- Ensure compliance with Sporting Regulations, FA & EFL guidelines.
- Additional duties as reasonably requested by the Head of Finance.
- To adhere to the Club's Safeguarding Policy at all times.
- To promote a safe and healthy working environment for all players and staff
- To promote a professional image of the club and themselves at all times.
- To contribute to identifying and undertaking initiatives aimed at improving the efficiency and effectiveness of service delivery.
- To work with and support other team members as required ensuring effective and efficient service is developed and delivered.
- You will be expected to seek ways of updating and improving personal skills, knowledge and understanding relevant to your own job role.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the club.



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| Person Specification | | |
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| | Essential Requirements | Desirable Requirement |
| Qualifications | <ul style="list-style-type: none"> Studying towards ACCA/CIMA | <ul style="list-style-type: none"> A bachelor's degree in Accounting, Finance, or related field preferred. |
| Experience | <ul style="list-style-type: none"> At least 2 years of experience within practice/management accounting. | <ul style="list-style-type: none"> Experience using Xero would be beneficial but is not essential. Experience of working within sport is advantageous but is not essential. |
| Knowledge & Skills | <ul style="list-style-type: none"> A strong understanding of accounting principles and financial concepts. A strong understanding of the relationship between Balance Sheet/Profit & Loss. Excellent communication and interpersonal skills, with the ability to collaborate across departments. Proficiency in Excel at an advanced level. Detail orientated with strong organisational and problem-solving skills. Able to work well under pressure and meet deadlines; a problem solver. | |
| Personal Qualities | <ul style="list-style-type: none"> Dynamic personality and positive attitude to work. Continually work to improve your own knowledge and performance. Conscientious, organised and provide work on time and in detail. Work at a fast pace to meet the needs of the Club. Self-motivated with the ability to work alone and as a member of a team. Possess a progressive mindset (individually and departmentally). | |



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| | <ul style="list-style-type: none">• Enthusiastic and positive with a willingness to learn.• Possess excellent communication skills.• Assertive, calm with the ability to work well under pressure.• Flexible to meet the requirements of the needs of the business. |
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To apply for the position please submit an application form and a covering letter detailing how you meet the criteria for the role to HR@Blackpoolfc.co.uk or Blackpool Football Club, Bloomfield Road, Seaside Way, Blackpool, FY1 6JJ.

As part of your application, please also complete our Diversity Monitoring Form and return it to HR@Blackpoolfc.co.uk.

The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

We encourage early applicants as we reserve the right to close the application process at any time.

This job will be subject to satisfactory references and enhanced DBS procedures.

Closing date for applications is **Friday 19 April 2024.**



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