

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



JOB DESCRIPTION

JOB TITLE	Management Accountant
LOCATION	The Pirelli Stadium, Princess Way, Burton-on-Trent, DE13 0AR
REPORTING TO	Chief Financial Officer
CONTRACT	Permanent, full-time
DIRECT REPORTS	No
JOB TYPE	Standard working week of 40 hours. Work occasionally required outside of normal office hours, at weekends, evenings and public holidays for matches and events. Time given back in lieu.

Job Summary

The postholder is responsible for delivering accurate and timely financial reporting, supporting budgeting and forecasting processes, maintaining robust financial controls, and providing financial analysis to support operational and strategic decision-making across the organisation.

This role offers an excellent opportunity for individuals with a strong background in financial accounting and management, who are eager to progress to Financial Controller within 2 to 3 years

Role Responsibilities

Financial Management & Reporting:

- Produce accurate and timely monthly management accounts in line with internal reporting deadlines.
- Perform monthly balance sheet reconciliations to maintain the accuracy of financial records.
- Prepare and review balance sheet reconciliations, ensuring completeness, accuracy, and appropriate supporting documentation across the finance team.
- Monitor margins and cost control across projects and departments.
- Support year-end processes and audit requirements
- Contribute to the ongoing enhancement and development of management reporting for internal and external stakeholders.

Budgeting & Forecasting:

- Assist in preparation of financial reports and budgets to support the Club's financial planning process.
- Involve in cashflow forecasting and working capital management.
- Monitor and report on variances between actual results and budgeted performance.

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Compliance & Governance:

- Ensure adherence to relevant financial regulations, including tax laws and football-specific financial fair play regulations.
- Implement and monitor robust internal controls and financial policies.

Leadership & Management

- Support the management of the finance team, setting clear KPIs and development goals.
- Develop accurate sales forecasts, reports, and performance dashboards for senior leadership.
- Collaborate across departments (marketing, operations, ticketing, etc.) to ensure aligned budgetary efforts.

Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- Comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

Safeguarding Responsibilities

- Adhere to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance.

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

Qualifications/Experience/Knowledge

- Part Qualified or qualified accountant (eg CIMA, ACCA, ACA or equivalent)
- Demonstrated experience in a management accountancy role supporting a fast growing organisation (ideally in football, but other sports considered)

Person Specification – Skills/Abilities

- Excellent Excel, analytical and technical skills (eg Xero, Fathom etc)
- Proven ability in relationship building and collaboration across functions
- Good communicator, planner, and organiser .
- Ability to assess and mitigate risks
- Ability to work without supervision when needed, to deadlines and with a pro- active desire to improve efficiencies, processes working practices

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Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

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