

CLUB FINANCIAL REPORTING OFFICER

Candidate Brief

DEPARTMENT:

Club Financial Reporting Unit

REPORTING TO:

Club Financial Reporting Manager

LOCATION:

Preston, Hybrid



INTRODUCTION TO THE EFL

“The EFL is about two things – great football competitions and supporting communities 365 days a year”.

Trevor Birch

EFL Chief Executive Officer.

The English Football League (EFL) is the highest attended football league, and largest single body of professional clubs in Europe.

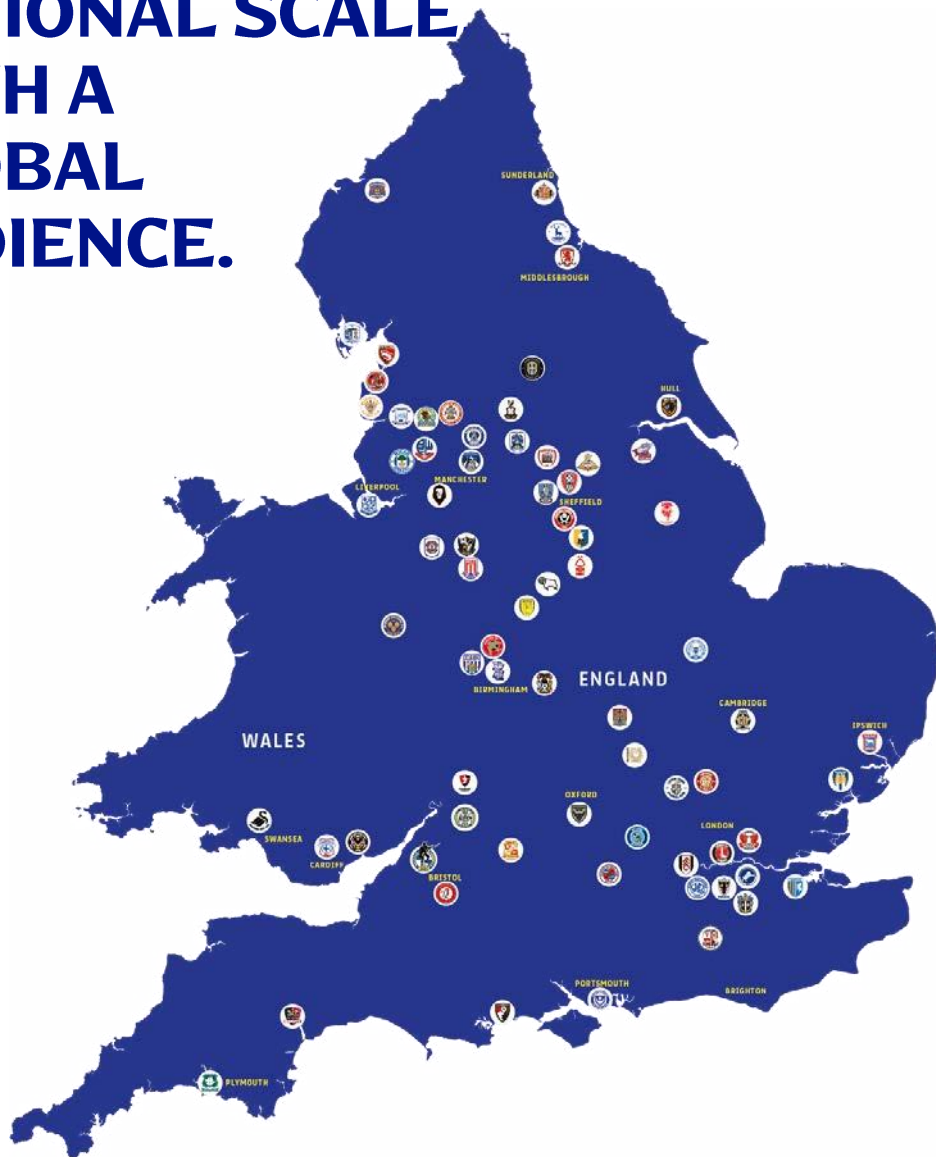
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

A vital part of sporting life, both in the UK and across the globe, the EFL operates some of the world’s most competitive, popular and successful football competitions, acting as part of the fabric of life for millions of fans and families.

EFL Clubs are truly embedded in the hearts of their 72 local communities, spanning the breadth and depth of England and Wales. Away from the match-day, Clubs and Club Community Organisations interact seven days a week, 365 days a year, making a positive contribution to the communities in which they serve.



LOCAL ACTIVATION ON A NATIONAL SCALE WITH A GLOBAL AUDIENCE.



72

EFL Clubs cover a catchment area of 46.7 million people, 80% of the population of England and Wales



1,891

Matches per season including five showpiece finals at Wembley Stadium



1 IN 4

Admissions to a UK sporting event are for an EFL organised match



54%

Of the UK population will watch EFL football on TV each year



Connected by the EFL's **DIGITAL ECOSYSTEM** of 72 Clubs plus central EFL channels



Broadcast to a global audience of over **400 MILLION** across **187 COUNTRIES**

BRISTOL STREET MOTOR TROPHY FINAL 2024

WINNERS



CLUB FINANCIAL REPORTING UNIT (CFRU)

The Club Financial Reporting Unit reviews the financial regulatory submissions of the 72 EFL Clubs and assesses each Club's compliance against the relevant rules.

Any regulatory action the CFRU takes is referred to the Club Financial Review Panel, an external, multi-disciplinary body set up to provide the necessary independence and expertise to adjudicate on matters raised or contested.

The Unit is led by the Director of Club Financial Reporting who is responsible for making recommendations concerning any regulatory action. The Director is supported in their assessment by the Senior Club Financial Reporting Manager and Senior Club Financial Governance Manager.

EFL GROWTH TRAJECTORY



AUDIENCE

Highest volume of live broadcast output of any UK sport (1,050 live matches per season)

ATTENDANCE

Highest attended sports league in Europe

COMMUNITY

Unrivalled nationwide integration across 72 Clubs & communities (online and offline)

PURPOSE

Best in-class EDI provision ('EFL Together' strategy)

GLOBAL

Record international broadcast output plus regional marketing partnerships (including USA)

There is an opportunity for a high-performing individual to join the team and play a key role in the EFL's continued growth...

JOB PURPOSE

Reporting to the Club Financial Reporting Manager, the Club Financial Reporting Officer will be responsible for assisting the Club Financial Reporting Manager in the financial monitoring of all Clubs in line with EFL Regulations whilst carrying out key financial data analysis and benchmarking to support the Executive Leadership Team and EFL Board of Directors.



KEY RESPONSIBILITIES

CFRU ADMINISTRATION AND SUPPORT

- Data collation and management of Club statutory accounts and financial forecasts made as part of regulatory submissions
- Supporting the preparation of benchmarking reports and financial analysis for the Executive Leadership Team, EFL Board and Member Clubs
- Assisting with reviews of regulatory submissions made under Profit & Sustainability (P&S) rules for Championship Clubs and Salary Cost Management Protocol (SCMP) for League One and Two Clubs
- Assisting with the review and monitoring of financial forecasts, submitted by Clubs under Regulation 16
- Performing Elite Player Performance Plan (EPPP) expenditure testing and reporting findings to the Youth Development (YD) department
- Supporting the financial review of Club acquisitions of control including the appraisal of future financial information

PRESENTATION AND REPRESENTATION

- To maintain a professional, business-like approach when representing the EFL with both internal and external stakeholders ensuring the reputation of the EFL is maintained and enhanced at all times
- To maintain and develop the knowledge and skills relevant for the position of Club Financial Reporting Officer and working within the Football finance Industry
- To play a part in creating and maintaining an inclusive environment, through having a general awareness around and respect for internal EFL work around Equality, Diversity & Inclusion

INDIVIDUAL CRITERIA

The successful candidate will be able to demonstrate the following knowledge, skills and attributes that apply to the role:

KNOWLEDGE & UNDERSTANDING

- Currently studying AAT or has received a University degree in Finance/Accountancy (or relevant, equivalent subject)
- An understanding of the football financial regulatory industry
- Able to build and sustain good working relationships with colleagues and stakeholders
- Able to work with and protect confidential and sensitive information

TECHNICAL SKILLS

- Knowledgeable and competent in the usage of all Microsoft Packages, with an advanced capability within Microsoft Excel
- Evidence of previous work in analysing numerical data, to produce summary reporting
- Skill in administration including the drafting and review of financial statements

ATTRIBUTES

- High level of accuracy and strong attention to detail
- Strong communication including written, verbal and interpersonal skills
- Naturally enthusiastic and positive team player
- Ability to influence stakeholders at all levels internally and externally
- Ability to work under pressure and meet deadlines
- Lead by example by contributing to promoting the principles of the EFL

KEY RELATIONSHIPS

The key internal and external relationships for the Club Financial Reporting Officer to hold and develop are as follows:

INTERNAL:

- Club Financial Reporting Manager (Reporting Manager)
- Director of Club Financial Reporting
- Senior Club Financial Reporting Manager
- Senior Club Financial Governance Manager
- EFL Financial Team
- EFL Governance Team
- EFL Football Operations Teams

EXTERNAL

- EFL Member Club Financial Teams
- Other financial regulatory teams within football / other sports





OUR TEAM AT THE EFL

The EFL offers a unique opportunity to work with some of the biggest sporting competitions, clubs, commercial partnerships and media in the market.

We look for the best people who approach their work with energy, excellence and commitment.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us has an array of qualifications, skills and life experiences.

If you have any particular requirements in respect of the recruitment or interview process, please mention this in your application.

SAFEGUARDING

The EFL is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

INCLUSION

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer.

Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.





EFL TOGETHER

PRINCIPLES

In 2022 employees across the business came together to create the EFL Principles, developed by employees for employees.

- **Everybody working together**
- We are one team supporting each other and collaborating on our shared goals.
- **Fairness and equality**
- Being consistent and inclusive for everyone and showing and treating everybody with respect.
- **Listening and learning**
- Communicating with trust and honesty, growing as individuals and enabling others to do so too.

EMPLOYEE AWARDS

We want to celebrate all the successes that we can, so we have a number of ways that we do this:

- **We celebrate loyalty** – we try and make employees feel special when they reach certain milestones.
- **We celebrate success** – through employee awards at our two-yearly social events.
- **We celebrate achievements** – like passing an exam or completing a course.
- **We celebrate how employees work together** through a colleague nominated awards programme, everyday thanks and special recognition from our Executive Leadership Team.

T  **GETHER**



EMPLOYEE BENEFITS

PENSION SCHEME - all eligible employees are enrolled in the 10% non-contributory pension scheme with Aviva. You can also make your own contributions through a salary sacrifice arrangement if you wish but these will not be matched by the company

PRIVATE MEDICAL INSURANCE -

Everyday Health Plan (EHP):

- All employees are automatically enrolled into the EHP (currently provided by Westfield)
- The plan allows you to claim certain amounts per year on various benefits e.g., dental, optical, therapies etc.

Private Medical Insurance (PMI):

- This is an opt-in private medical insurance just for you – that the EFL will pay for (currently provided by Vitality)
- Dependants can also be added to at your cost

SEASON TRAVEL TICKET LOAN– an **interest free loan** for employees to cover the cost of travelling to and from the workplace via tram, rail, bus or others

MATCHDAY TICKETS – complimentary tickets may be requested for any league club games based on a number of criteria being met

FINALS – your chance to attend our Wembley finals to watch or to help

SOCIAL EVENTS – the EFL hosts a summer and winter celebration party for all employees along with other local events during the year

ELECTRIC CAR SCHEME – the EFL has engaged with Octopus to offer the opportunity to lease an electric vehicle through a salary sacrifice arrangement

LIFE ASSURANCE & INCOME PROTECTION INSURANCE – both paid for by the EFL to give you peace of mind



RECRUITMENT PROCESS

STAGE 1 Submitting your application

To submit your application please apply via the EFL website, www.efl.com.

A short-list of candidates will then be selected for interview.

STAGE 2 First-stage interview

You may be invited to an online discussion for both parties to find out more about each other and to test your suitability for the role, allowing you to showcase your knowledge and skills.

STAGE 3 Second-stage interview

You may be invited to a face-to-face interview to discuss your application further.

You may be asked to conduct a task or create a presentation.

STAGE 4 Job offer

Congratulations on reaching this stage!

We look forward to welcoming you to the team.



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LEAGUE TWO
EFL

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CHAMPIONSHIP
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LEAGUE ONE
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EFL TROPHY

Carabao Cup
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EFL TROPHY
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Carabao ENERGY DRINK
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