

CLUB FINANCIAL REPORTING MANAGER

Candidate Brief

DEPARTMENT:
Club Financial Reporting Unit

REPORTING TO:
Senior Club Financial
Reporting Manager

LOCATION:
Preston



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 Football Club charities interact seven days a week, 365 days a year, making a positive contribution to the communities in which they serve.



OUR PARTNERS

BROADCAST PARTNER



TITLE SPONSORS



OFFICIAL PARTNERS



OFFICIAL SUPPLIERS & LICENSEES



OFFICIAL BROADCAST PARTNERS

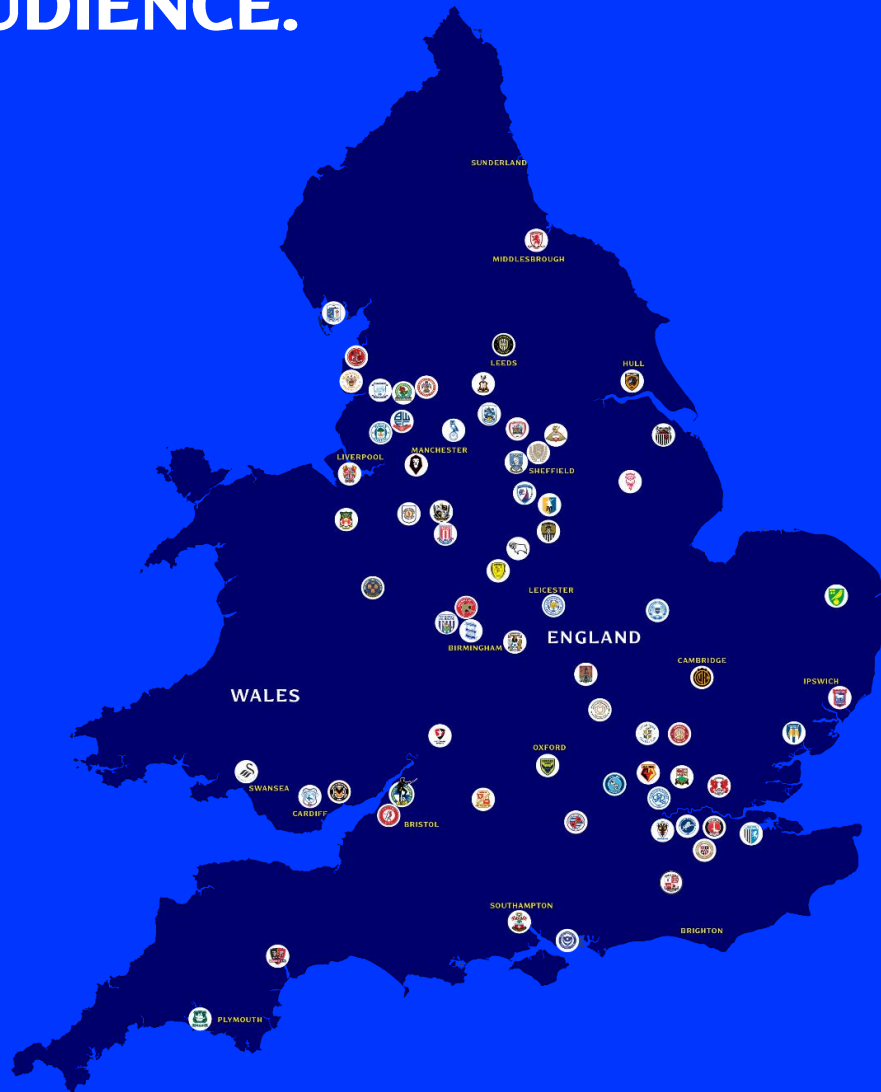
UNITED KINGDOM



INTERNATIONAL

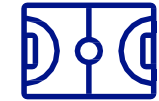


LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



72

EFL Clubs cover a catchment area of 49.1 million people, 82% 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

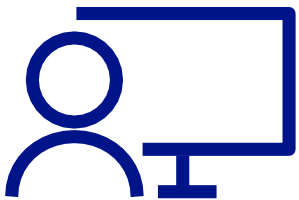


Connected by the EFL's
DIGITAL ECOSYSTEM
of 72 Clubs plus central EFL channels



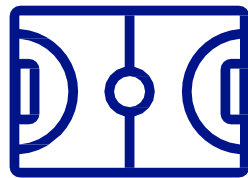
Broadcast to a global audience of over
440 MILLION
across
193 COUNTRIES

EFL GROWTH TRAJECTORY



AUDIENCE

Highest volume live broadcast output of any UK sport (1,059 live matches per season)



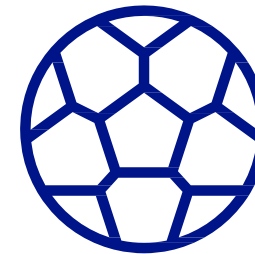
ATTENDANCE

Highest attended sports league in Europe



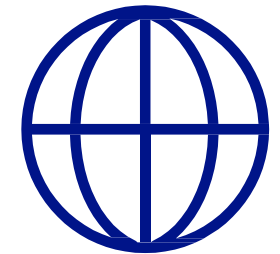
COMMUNITY

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...



CLUB FINANCIAL REPORTING UNIT

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 as well as the EFL Legal Department.

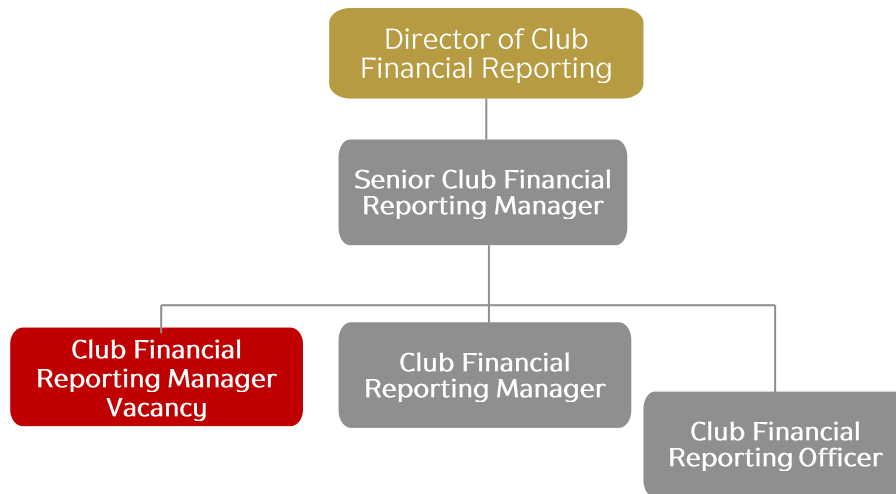
JOB PURPOSE

Reporting to the Senior Club Financial Reporting Manager, this role is one of two manager roles responsible for the detailed review of submissions provided by Clubs under the 'Financial Regulations' as defined by the EFL.

The Club Financial Reporting Managers are the regular point of contact for the people responsible for Finance at Clubs.

Within the role, there will be a primary focus on the Championship P&S rules and League One and League Two SCMP rules as well as financial records requirements of EFL Regulation 16.

They may also be involved with supporting any investigative work or regulatory action being taken in relation to Clubs.



KEY RESPONSIBILITIES

The successful candidate will be expected to fulfil the following key responsibilities:

FINANCIAL REGULATIONS

- The detailed review of Club submissions under the 'Financial Regulations.' This includes:
 - Submissions made by Championship Clubs in relation to Profitability and Sustainability Rules (or any replacement);
 - Submissions made by League One and League Two Clubs in relation to the Salary Cost Management Protocol Guidelines as well as any 'live monitoring' of player registrations conducted under those guidelines;
 - Submissions made by all EFL Clubs under EFL Regulation 16 – Club Financial Records and EFL Regulation 17 – HMRC Reporting.
- Performing reviews on a real-time basis for the purpose of approving Player Registrations during the Summer and Winter Transfer Windows, ensuring each registration complies with the relevant regulations
- Preparation responses to Club queries regarding reporting requirements and the CFRU's current interpretation of the Rules
- Designing and updating of regulatory submission templates to suit the needs of the Clubs and the relevant testing processes

ACQUISITIONS OF CONTROL

- Assisting with the detailed financial review of Club changes of control including the appraisal of proposed business plans
- Liaising with the EFL Governance team to understand the structure of any proposed acquisition and its impact on the financial forecasts

INVESTIGATIONS AND REGULATORY ACTION

- Supporting the work of the Director and Senior Manager within the team regarding any investigations or regulatory action concerning Clubs
- This can involve placing Clubs under registration embargoes, monitoring against agreed business plans or reviewing information provided under formal information requests

INTERNAL ANALYSIS

- The preparation of financial data analysis and benchmarking reports for the Executive Leadership Team, Club Financial Review Panel and Member Clubs and other external stakeholders

ONGOING RESPONSIBILITIES

- 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
- Ensuring any work is documented with the utmost accuracy and clarity so that it may be relied upon, with confidence, in any legal proceedings
- Ensure Safeguarding is at the forefront of everything you do to promote a safe environment for the organisation, Clubs, Football Club charities and Partners
- Contribute to promoting equality, diversity and inclusion as part of the culture of the organisation



PERSON SPECIFICATION

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

KNOWLEDGE & UNDERSTANDING

- The ability to work on multiple projects and / or tasks at the same time while meeting set deadlines for those projects and tasks
- A proven ability to review and query the assumptions in work and forecasts prepared by others including junior team members'
- Acute understanding of working with extremely confidential and sensitive information

TECHNICAL SKILLS

- Qualified Accountant (ACA or ACCA) with demonstrable working competency within an audit role or something equivalent in nature
- Technical and working knowledge in reviewing financial statements and detailed financial forecasts
- Advanced working competency in the use of Microsoft Office packages especially Microsoft Excel
- Excellent attention to detail and ability to document work performed clearly and thoroughly

GENERAL SKILLS & ATTRIBUTES

- A commitment to self-development and learning from others as well as holding a 'growth mindset' when it comes to identifying improvements to existing processes and work
- An able written and oral communicator with an ability to flex communication styles to suit the situation and audience
- A proven ability to meet a variety of deadlines throughout the season
- Able to build and sustain good working relationships with others, both internally and externally



EFL PRINCIPLES

- Lead by example by contributing to promoting the principles of the EFL:
 - **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals
 - **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect
 - **Listening & Learning** - Communicating with trust and honesty - growing as individuals and enabling others to do so too



OUR TEAM AT THE EFL

Alongside the key specifications as written down, we recruit for energy, values and commitment – to the EFL, our Clubs and Partners, and to your career.

Our recruitment process will be rigorous and demanding (but hopefully enjoyable!) and so will our roles. In return, we offer honesty, integrity, and a unique opportunity to work with some of the biggest sporting competitions, sponsorship properties and commercial partnerships in the market.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us come from different backgrounds and have an array of qualifications, skills and 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.



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.

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

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 apply for the role, please apply via the following link: [EFL Vacancies](#)

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.





To submit your applications, please go to: [EFL Vacancies](#)

efl.com

