

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORSHIRE DE13 0AR U.K.
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JOB DESCRIPTION

JOB TITLE	Financial Controller
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
REPORTING TO	Chief Financial Officer (CFO)
DIRECT REPORTS	As agreed with CFO
JOB TYPE	Standard working week of 40 hours, excluding unpaid meal breaks of half an hour daily. In addition, you will be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays for match days and events plus additional hours as and when required to meet the demands of the business..

Job Summary

Working closely with the CFO, the Financial Controller will be responsible for ensuring effective accounting and reporting throughout the Club (including the Academy), supporting the oversight of an effective control environment and supporting on system implementation and digital transformation projects to enhance the club's financial operations and reporting capabilities.

Role Responsibilities

Financial Management & Reporting:

- Take full ownership of the monthly finance cycle, including payroll and pension.
- Prepare all financial reports required by the EFL and FA, such as SCMP submissions and gate returns.
- Provide information for the preparation of statutory financial statements, liaising with the company's auditors to ensure timely completion of the statutory audit and any other audit-related engagements.
- Prepare and/or review all balance sheet reconciliations, ensuring accuracy, completeness, and proper record-keeping by all responsible team members.
- Support the continuous improvement and development of management information for both internal and external stakeholders.
- Support enhancements to the Club's finance systems, ensuring data integrity and effective integration across accounting, ticketing, and operational platforms.

Budgeting & Forecasting:

- Assist the CFO in preparing annual budgets and forecasts.
- Monitor and report on variances between actual results and budgeted performance.
- Perform financial planning and analysis to support strategic initiatives and long-term business planning.

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.
- All employees may be required to undertake any other duties as may be reasonably requested.

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.
- To 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

- Adhering 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
- This position required a DBS check due to the nature of the work involved

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

- Qualified Chartered Accountant (AACA/ACA/CIMA)
- 3+ years post qualification experience in a senior accounting role supporting a fast growing organisation (ideally in football, but other sports considered)
- Demonstrated knowledge of financial systems and ERP (experience in system implementation and digital transformation would be beneficial)

Person Specification – Skills/Abilities

- Strong financial, accounting, analytical and technical skills.
- Exceptional levels of technical accounting knowledge coupled with the desire and ability to be the ‘subject matter expert’.
- Experience in developing finance teams including empowering and motivating others
- Proven leadership and management skills with a proven ability in relationship building, collaboration across functions, and conflict management
- The ability to manage external stakeholders.
- Good communicator, planner, and organiser .
- Strong ability to implement and monitor internal controls - able to anticipate, assess and mitigate risks
- Resilient, flexible and a positive attitude
- Ability to work without supervision when needed, to deadlines and with a pro- active desire to improve efficiencies, processes working practices

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 are 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 upmost 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.