

# CLUB FINANCIAL REPORTING MANAGER

Candidate Brief

**DEPARTMENT:**

Club Financial  
Reporting Unit

**REPORTING TO:**

Senior 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.

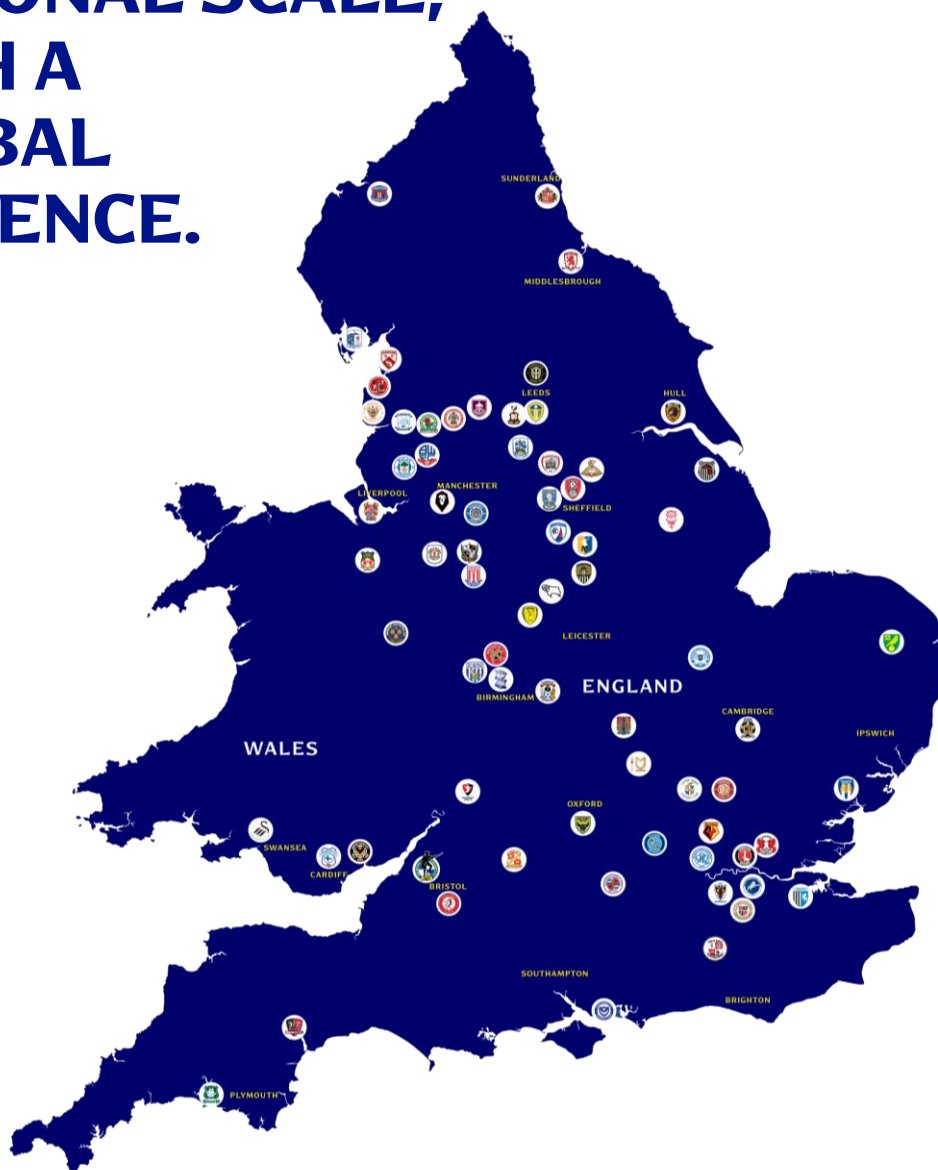
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

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**



# 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 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...



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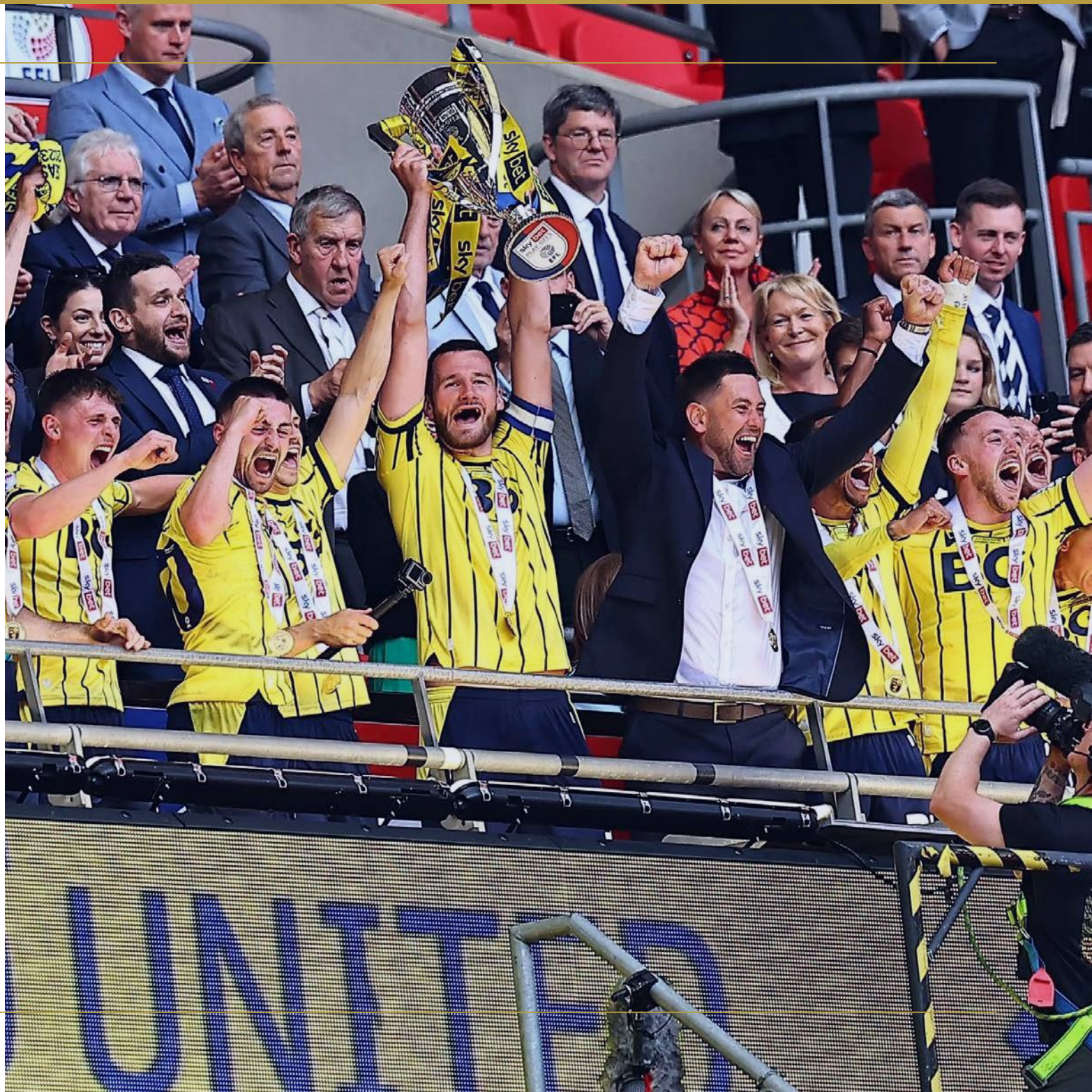
## JOB ROLE

Reporting to the Senior Club Financial Reporting Manager, this role will be responsible for the detailed review of submissions provided by Clubs under the 'Financial Regulations' as defined by the EFL.

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.

The Club Financial Reporting Manager will also be the regular point of contact of the people responsible for Finance at Clubs.

They may also, on occasion, be required to support the investigative and post-acquisition monitoring work of the Senior Club Financial Governance Manager.





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# 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; and
  - 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 of responses to Club queries regarding reporting requirements and the CFRU's 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

## INTERNAL ANALYSIS

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

## ONGOING REPONSIBILITIES

- 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

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# INDIVIDUAL CRITERIA

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 extensive audit exposure within a work setting or something equivalent in nature
- Working competence in reviewing financial statements and detailed financial forecasts
- Advanced knowledge of Microsoft Office packages, especially Microsoft Excel
- Excellent attention to detail and ability to document work performed clearly and thoroughly

## 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
- Experience of building and sustaining good working relationships with others



# KEY RELATIONSHIPS

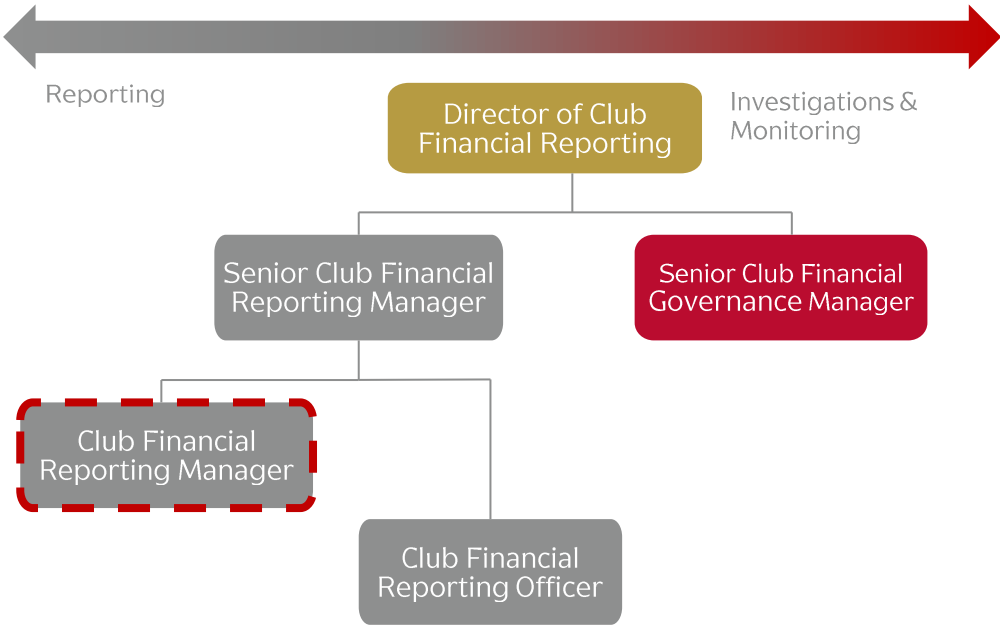
The key internal and external relationships for the Club Financial Reporting Manager to hold and develop are as follows:

**INTERNAL:**

- Senior Club Financial Reporting Manager (Line Manager)
- Director of Club Financial Reporting
- Senior Club Financial Governance Manager
- Club Financial Reporting Officer
- EFL Head of Finance
- EFL Governance Manager

**EXTERNAL**

- Club Financial Teams and Contacts







## 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.





# 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.

### 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 application please apply via the EFL website:  
[www.efl.com](http://www.efl.com)

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**efl.com**

