



Job Description

Job Title	Finance Manager
Department	Finance
Reports to	CEO
Location	Abbey Stadium
Salary	£40-45,000
Hours	40 hours per week
Role Summary	<p>The Finance Manager will be a forward thinking individual with an exceptional eye for detail and ready to take up this leadership position in one of the most integral departments at Cambridge United.</p> <p>Reporting to the CEO with a dotted line to the Club Finance Director (CFD), taking care of day-to-day finance matters. Assisting the CFD with financial requirements and line management of the Finance Assistant.</p>
Key Job Outcomes	<ul style="list-style-type: none"> • Responsibility and overview of statutory accounts • Prepare monthly profit & loss accounts and balance sheets, for final review to the CFD and CEO • Prepare monthly management information • Prepare and submit VAT returns • Assist in budget and forecast preparation and reporting • Work with line managers to compile budgets • Oversee payroll and submission to external company • Responsible for Year End processing • Produce P60/P11Ds • Line management of the Finance Assistant, including appraisals • Support the CFD and CEO in ad hoc projects as and when required

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Ability to work to strict monthly deadlines	✓	
Experience of working with payroll	✓	
Good interpersonal skills	✓	
Sage Line 50 experience & Good Excel Skills	✓	
AAT Qualified	✓	



Part qualified Accountant	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
Ability to work calmly under pressure and instill confidence in others	✓	
Ability to confidently use own initiative	✓	
Understanding of the importance of confidentiality and integrity at all times	✓	
A team player who will support and motivate other members of the team	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Closing Date	3rd January 2022
Interview Date(s)	w/c 9 th January 2023
Start Date	March 2023
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-



	<p>economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform</p>
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