



<p><b>Job title:</b> Head of Finance &amp; Company Secretary</p>	<p><b>Salary:</b> <b>Basic</b> £40,000 pa plus benefits and bonus</p>
<p><b>Job role:</b>                  To take overall responsibility for the finance and accounting functions at Tranmere Rovers Football Club and its subsidiaries &amp; Tranmere Rovers in the Community.                  Working directly to the Executive Chairman and developing the existing working relationships with other Senior Executives and Non Executives.                  Provide leadership to the Board’s Finance and Accounting strategy, to optimise the company’s financial performance and strategic position.                  Take overall control of the company’s accounting function.                  Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers</p>	
<p><b>Responsible to &amp; directed by:</b>                  Executive Chairman</p>	
<p><b>Liaison with:</b>                  Heads of Department</p>	
<p><b>Responsible for:</b>                  Accounts Team</p>	
<p><b>Main duties:</b></p> <p>Overall responsibility for:</p> <ul style="list-style-type: none"> <li>● Preparation of timely and accurate financial information:                         <ul style="list-style-type: none"> <li>○ Preparation of the Financial Statements, prepare year end audit file and taxation packs in line with agreed timetable</li> <li>○ Preparation and production of Management accounts including P&amp;L, B/S, and integrated CFF</li> <li>○ Preparation of 13 week rolling CFF and manage cashflow with reference to the reconciled bank position</li> <li>○ Preparation of departmental dashboards (to be developed)</li> <li>○ Preparation of annual budgets in accordance with the Club’s budgeting process and related budgetary control</li> <li>○ Preparation of annual CAPEX budget</li> <li>○ Preparation of relevant football industry reports e.g. SCMP and EPPP reporting</li> <li>○ FCA annual reporting</li> <li>○ ONS reporting</li> <li>○ Relevant taxation returns: VAT, CT, PAYE and other payroll returns</li> <li>○ Other reports required by counter parties e.g. Bank</li> </ul> </li> <li>● Preparation of strategic communications:                         <ul style="list-style-type: none"> <li>○ AGM presentation</li> <li>○ Bank 6 monthly reviews and quarterly management accounts</li> <li>○ Communication with investors e.g. Investor Narrative</li> <li>○ Other major stakeholder communications</li> </ul> </li> <li>● Improvement and compliance with internal controls                         <ul style="list-style-type: none"> <li>○ Cash handling from receipt to bank</li> <li>○ Reduction of physical cash handling across the business</li> <li>○ Purchase to payment processes and budgetary control</li> <li>○ Sales to bank process including credit control</li> </ul> </li> </ul>	

## TRFC – JOB DESCRIPTION



<ul style="list-style-type: none"><li>○ Ensuring appropriateness of terms &amp; conditions</li><li>○ Stock control including the accuracy of stock transfer and stock count reconciliations</li><li>○ Timely and accurate recording of payroll with particular emphasis on casual labour</li><li>● Financial input into ad hoc projects</li><li>● Company secretarial duties<ul style="list-style-type: none"><li>○ Maintaining the shareholder registers, Directors registers and ensuring all necessary filings with Companies House and the Charity Commission</li></ul></li><li>● Line management responsibility for the accounting function</li><li>● On-going development of the finance function and accounting processes<ul style="list-style-type: none"><li>○ with particular emphasis on the production of CFF integrated with the management accounts and;</li><li>○ the development of departmental dashboards.</li></ul></li></ul>			
<b>Requirements for the post:</b> <ul style="list-style-type: none"><li>● ACA qualified or equivalent;</li><li>● At least 3 years post-qualification experience, ideally in the football or hospitality industry;</li><li>● Line management experience;</li><li>● Excellent IT skills and advanced excel ability;</li><li>● An ability to communicate financial information to non-financial managers;</li><li>● Excellent attention to detail;</li><li>● Able to work well under pressure and meet deadlines</li></ul>			
<b>Last updated by:</b>		<b>Date:</b>	

Signed by Employee \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For and on behalf of Tranmere Rovers FC