

TRFC – JOB DESCRIPTION



Job title: Management Accountant	Salary & Hours: £25,000 - £28,000 pa plus benefits		
Job role: To oversee the production of management accounts and weekly flash reports at Tranmere Rovers Football Club and its subsidiaries			
Responsible to & directed by: Head of Finance			
Liaison with: Heads of Department			
Responsible for: Finance manager			
Main duties:			
<ul style="list-style-type: none"> • Preparation and production of Management accounts including P&L, B/S, and integrated CFF, variance analysis and commentaries • Preparation of departmental dashboards and weekly reporting of agreed KPIS/flash reports • Assist with the preparation of the Financial Statements, prepare year-end audit file and taxation packs in line with agreed timetable • Assist with the preparation of annual budgets in accordance with the Club's budgeting process and related budgetary control • Assist with the preparation of relevant football industry reports e.g. SCMP and EPPP reporting • Assist with other legal and financial reporting as required e.g. FCA annual reporting, ONS reporting • Preparation of Tranmere Rovers in the Community (TRIC) management accounts, statutory accounts and finance pack for the Board of Trustees • Responsibility for accurate and timely recharges between TRFC and TRIC under the SLA agreement • Ensuring accounting routines are following in a timely and accurate manner • Ensuring the effective implementation of, and adherence to, financial systems across the business (including purchase orders, payroll management and cash handling) • Working with the Finance Manager and Accounts Clerk to ensure that books of prime entry are accurate and complete • Providing a support service by working with all department and the management team to help make financial decisions • Interpreting and communicating financial data to non-financial managers • Liaising with other function managers to put finances and accounts in context • Monitoring and evaluating financial information systems and suggesting improvements where needed • To carry out additional management duties as reasonably requested 			
Requirements for the post:			
<ul style="list-style-type: none"> • CIMA qualified or part-qualified; • At least 3 years accounting experience, ideally in the football or hospitality industry; • Line management experience; • Excellent IT skills and advanced excel ability; • An ability to communicate financial information to non-financial managers; • Excellent attention to detail; • Able to work well under pressure and meet deadlines; a problem solver 			
Last updated by:	18/02/21	Date:	

Signed by Employee _____ Date _____

Signed _____ Date _____

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For and on behalf of Tranmere Rovers FC