



Department	Finance & Accounts
Job Title	Head of Finance & Accounts
Salary	Commensurate with experience
Contract type	Permanent
Hours	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
Responsible for	Accounts Assistant
Responsible to	Chief Executive
Location	Sincil Bank, Lincoln LN5 8LD
Regular working hours	Office hours are Monday to Friday 9.00am – 5.30pm. The post holder is to expect regular weekends & unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days, including but not exclusive to, transfer window(s), pre-season recruitment periods & fiscal year end.

Purpose of the post:

The main purpose of this role is to develop and maintain organisational budgets, produce and analyse monthly management accounts and to close the accounts at the end of the fiscal year. This role will also provide advice to the Chief Executive and department managers/budget holders to assist with procurement and productivity.

The post holder will report directly to the Chief Executive Officer but is also expected to (part) attend monthly board meetings in order to present directly to the Executive Committee (Exco) as well as bi-monthly full board meetings.

Key Duties and Responsibilities:

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy
- To design and implement sound financial management control across the Club, ensuring that budgetary controls, policies and procedures are in place
- To take responsibility for ensuring the accuracy of the accounting and control information held in and reported from the organisation's accounting systems
- To continuously review of financial, control and management information systems and procedures, implementing improvements across the organisation in consultation with the Chief Executive and Board of Directors
- To produce and adopt full ownership of multi-year business plans, investment appraisals and cash flow forecasts
- To provide suitable weekly, monthly & annual reports to The Board of Directors, Chief Executive & Budget Holders
- To provide suitable weekly, monthly & annual reports to EFL (English Football League) including but not exclusive to gate returns & Salary Cost Management Protocol(SCMP)
- To produce and analyse complex management accounting information and advise Senior Management Team/Budget Holders on required actions
- To ensure full compliance with the statutory obligations and financial regulations are met (i.e. VAT, PAYE, NI and Pensions, Companies House)
- To address issues raised by external and internal audit functions
- To ensure key financial risks and opportunities are identified and addressed
- To hold operational line management of the Accounts Assistant
- To be a named signatory and act as the primary point of contact between the Club and the bank(s)
- To undertake financial due diligence on investors seeking to join Lincoln City Football Club
- To oversee and manage the payroll function (currently subcontracted)
- To ensure compliance with Data Protection and confidentiality matters for financial information
- Act always with utmost good faith to the Club and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices



- To work with colleagues throughout Lincoln City FC to extend knowledge and skills to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To support and cover as and when required within other departments of Lincoln City FC
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City FC
- Promote the brand identity and increase Lincoln City fanbase throughout
- To support the Lincoln City FC 'green' energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive

Lincoln City FC – Vision & Values

Lincoln City expect all post holders work in alignment to a set of core values in line with over overall vision and ambitions.

This vision is to provide a successful and sustainable football club that will form an integral part of the wider local community.

How do we achieve our Vision?

- By encouraging active and ongoing involvement and support from the local community
- By communicating openly and regularly with all stakeholders
- By maintaining a diverse shareholding with a strong board of directors
- By striving to be financially self-sufficient
- By developing facilities that will help the club achieve its vision and benefit the city and local communities
- By partnering with local authorities for the benefit of the club and the city
- By partnering with local educational facilities and businesses
- By partnering with other teams, organisations and individuals that share our values
- By employing progressive and innovative management and employees who embrace the vision and values of the club for its long-term benefit
- By providing an attractive, stable and exciting employment option for prospective players and other employees
- By providing an environment where personal development and new ideas are encouraged
- By providing a safe physical environment for employees, fans and visitors
- By employing strong controls and processes to protect the assets and reputation of the club
- By maintaining a Youth Academy that will provide an opportunity for local elite footballers to achieve their potential and provide a resource for the first team
- By regularly reviewing our processes, objectives and philosophies in a dynamic and fast changing world
- By striving to be the best we can
- By believing that impossible is just an opinion

Club Values

Our values are critical to how we achieve our successes.

The values are to behave honestly and with integrity and respect in all its dealings, both internally and externally, and to value our long history and traditions and honour those that have served us in the past.

How do we maintain our Values:

- By working together with a common aim for the benefit of the club
- By employing high levels of sportsmanship, both on and off the pitch



- By acting with responsibility, accountability and professionally
- By encouraging innovation and creativity
- By encouraging independent thought and freedom to speak up against wrong doing
- By pursuing the highest possible standards, excellence and attention to detail
- By embracing diversity and different values
- By providing equal opportunity

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Personal Skills/Characteristics	Essential	Desirable
Experience		
At least two years previous management accounting experience	X	
Experience in management accounts preparation	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
Qualifications and training		
ACA, ACCA, CIMA or equivalent <i>(if not qualified, previous management accounting experience must be at least 5 years)</i>		X
Specific skills and knowledge		
Solid technical accounting knowledge	X	
Advanced MS Excel skills	X	
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X	
Strong writing, language and proof-reading skills	X	
Personal qualities		
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines	X	



Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	

The 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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.

To Apply

To apply please submit your CV and covering letter, which is to be no more than four A4 pages, size 10 font clearly expressing how you;

- Meet the person specification
- How you would be able to meet the key responsibilities of the role

As part of your application please also include your existing remuneration package (if any) as well as salary expectations should you be successful in applying for the role.

Applications must be received by Friday 9th March 5PM. Applications received after this time may not be considered.

Please submit your CV and covering letter to recruitment@lincolncityfc.co.uk
