



## JOB DESCRIPTION

**JOB TITLE:** FINANCE OFFICER (15 - 30 HOURS PER WEEK)

**REPORTS TO:** GENERAL MANAGER

**DATE:** JANUARY 2023

**JOB PURPOSE:** The role of the Finance Officer is to provide a range of financial administration and accounting services to the Club based (presently) on the Sage Accounts software packages. This primarily entails ensuring that the books of account are maintained, up-to-date and reconciled, that HMRC requirements in respect of PAYE and VAT are met, that staff and creditors are paid at appropriate times and that effective credit control is maintained. It is a 15-30 hour per week role, worked flexibly.

### DIMENSIONS

- The current operating budget of the Club is c.£1M.

### MAIN RESPONSIBILITIES

- Data entry and control of all transactions into Sage Accounts to ensure accurate accounting of income and expenditure.
- Raise all sales invoices for all Club debtors such as commercial sponsors, match day hospitality patrons in the Legends' Lounge and organisations buying advertising space in the match programmes.
- Check delivery notes when supplies are delivered against creditor invoice and purchase order, raising any queries directly with the supplier for credit note or correction of any invoice thus reconciling the numbers. Post the detail to the system, chasing relevant Director for authorisation to pay to ensure accurate financial administration in the right timescale and to maintain the Club's reputation as an organisation that pays its creditors on time.
- As payments are received, post these to the Sage Accounting System and, on a monthly basis, reconcile all bank and control accounts so that the financial records for the Club are up to date and accurate.
- Run the quarterly VAT return to ensure compliance with HMRC regulations.
- Undertake all necessary reconciliations with Sage to complete payments to HMRC at the right time.
- Periodically arrange Security (presently G4S) to collect cash after games to take to the Bank.
- Reconcile cash/credit card payments with the Z reports from tills (the ticket office and the club shop); where necessary take day ends from office volunteers and check for discrepancies, entering all the data on to the relevant spreadsheets to ensure cash is both handled and recorded properly.
- Support volunteers with till and credit card issues so that all individual financial transactions operate smoothly.

### PLANNING AND ORGANISING

The job holder's work is largely week-to-week and month-to-month.

### INTERNAL AND EXTERNAL RELATIONSHIPS

- Internally with Directors, particularly the Finance Director, other staff and players.
- Externally with suppliers, debtors and HMRC.

### KNOWLEDGE, SKILLS AND EXPERIENCE

A self-starter who is used to working on their own with minimal supervision, the job holder will be an experienced Sage technician who understands bookkeeping, purchase and sales ledger processes, payroll administration and the cash office function.

### OTHER CONTEXTUAL INFORMATION/SPECIAL FEATURES

Chester Football Club is supporter-owned and has a clear ethos of being financially sustainable and community focused while striving to play at the highest level possible in the English pyramid. All staff are expected to uphold this ethos, comply with all club policies and procedures and the relevant legislative and regulatory requirements while



promoting a positive image of Chester Football Club and City Fans United. The job holder will be expected to fulfil any other duties commensurate with the level of the post that may be required from time to time.

JD-FinanceOfficer/V4/January 2023