

Finance Apprentice Job Description

Job details	
Job title:	Finance Apprentice
Location	Bristol Rovers football club, Memorial Stadium Filton Avenue Bristol BS7 0BF.
Hours:	37.5 hours per week plus any additional hours necessary for the performance of duties. This will include regular evening and weekend work.
Responsible to:	Financial Controller
Team:	Finance
Responsible for:	N/A
Job Purpose:	As a Finance Apprentice, you will support the finance team in various tasks, contributing to the financial health and efficiency of the football club. This role offers a unique opportunity to gain hands-on experience in financial operations within the sports industry.
Working Conditions	Office based with the entitles training time
Remuneration details	Compettiive salary and benefits

PRINCIPLE ROLE AND RESPONSIBILITIES

1.	<ul style="list-style-type: none"> • Financial Analysis and Reporting: <ul style="list-style-type: none"> ○ Assist in preparing financial reports and analysis for the club's operations and matchday activities. ○ Support the Finance Business Partner with monthly financial packs and flash reporting. ○ Help in the preparation of payroll data and understanding key financial movements.
2.	<ul style="list-style-type: none"> • Budgeting and Forecasting: <ul style="list-style-type: none"> ○ Collaborate with the finance team to gather data for budgeting and forecasting processes. ○ Assist in monitoring and updating capital expenditure (Capex) information.
3.	<ul style="list-style-type: none"> • Data Management: <ul style="list-style-type: none"> ○ Maintain accurate financial records and ensure timely data entry. ○ Reconcile bank and card statements with accounting records.
4.	<ul style="list-style-type: none"> • Customer and Supplier Interaction: <ul style="list-style-type: none"> ○ Handle customer inquiries related to billing and payments. ○ Process supplier invoices and liaise with managers for approvals.
5.	<ul style="list-style-type: none"> • Cross-functional Collaboration: <ul style="list-style-type: none"> ○ Work with various departments to deliver financial information and support decision-making. ○ Participate in continuous improvement initiatives within the finance team.

Person Specification

Education & Experience		Essential	Desirable
1.	Strong academic background in finance, accounting, or related fields.		✓
Skills		Essential	Desirable
2.	Proficiency in Microsoft Office, especially Excel	✓	
3.	Commitment to completing a Level 7 Apprenticeship and CIMA qualification	✓	
4.	Proactive approach to learning and professional development.	✓	
Personal Attributes/Values		Essential	Desirable
5.	Excellent communication and interpersonal skills.	✓	
6.	High attention to detail and strong numerical ability.	✓	
7.	Able to work independently and as part of a team.	✓	
8.	Ability to manage multiple priorities and meet tight deadlines	✓	
9.	Diligent and proactive with a strong work ethic.	✓	
10.	Enthusiastic about working in the sports industry and contributing to the club's success.	✓	

Safeguarding Statement

Bristol Rovers Football Club is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Bristol Rovers Football Club is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Email Cover letter and CV recruitment@bristolrovers.co.uk

Closing Date of Applications:- December 1st, 2024