

Finance executive Job Description

Job details	
Job title:	Finance executive
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:	Finance Director
Team:	Finance
Contractual Status:	Permanent with 6 months' probation
Job Purpose:	The Finance Executive will support the financial operations of the football club by maintaining accurate financial records & reports, posting invoices, paying suppliers and other finance related activities.
Working Conditions:	Based at the Memorial stadium
Remuneration details	Competitive salary depending on the experience and other benefits
PRINCIPLE ROLE AND RESPONSIBILITIES	
1.	Process and post invoices accurately and in a timely manner, ensuring proper coding to the correct cost centres and accounts
2.	Prepare and process supplier payment runs, ensuring payments are made in accordance with agreed terms and cash flow requirements
3.	Assist in preparing financial reports and analysis for the club's operations and matchday activities.
4.	Help in the preparation of payroll data and understanding key financial movements
5.	Collaborate with the finance team to gather data for budgeting and forecasting processes.
6.	Handle customer inquiries related to billing and payments.
7.	Process supplier invoices and liaise with managers for approvals while maintaining accurate records of all suppliers.
8.	Prepare and process supplier payment runs, ensuring payments are made in accordance with agreed terms and cash flow requirements.
9.	Assist with year-end audit preparations by providing required documentation and schedules
10.	Ensure all financial records are complete, accurate, and filed appropriately for audit and compliance purposes

Person Specification

Education & Experience		Essential	Desirable
1.	Strong academic background (minimum of a degree) in finance, accounting, or related fields,		✓
2.	Minimum 2-3 years' experience in a similar finance role, ideally within a sports organisation, entertainment, or fast-paced commercial environment	✓	
3.	Strong understanding of accounting principles, financial reporting standards, and month-end processes	✓	
4.	Strong understanding of UK Tax law		✓
Skills		Essential	Desirable
5.	Proficiency in Microsoft Office.	✓	
6.	Advanced Microsoft Excel skills including pivot tables, VLOOKUP, and financial modelling.	✓	
7.	Proficient in accounting software packages (e.g. Xero/Sage)	✓	
8.	Proactive approach to learning and professional development.	✓	
Other		Essential	Desirable
9.	Excellent IT Skills.	✓	
10.	Self-motivated and able to act on initiative.	✓	
11.	Able to work outside office hours as suits the Club's needs	✓	
Personal Attributes/Values		Essential	Desirable
12.	Resilient, with the ability to handle adversity and challenge in a positive way.	✓	
13.	Highest levels of personal integrity and ability to maintain trust, sensitivity, and confidentiality.	✓	
14.	Able to work independently and as part of a team.	✓	
15.	Demonstrate an ability to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed.	✓	
16.	Flexible and adaptable attitude towards work.	✓	
17.	Innovative thinker with a drive to continually improve.	✓	
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.

If you are interested in applying, please complete the attached **application form here** and send to **recruitment@bristolrovers.co.uk** by 11.59pm on Monday 3 November 2025.

