

## Finance Manager Job Description

Job details	
<b>Job title:</b>	Finance Manager
<b>Location</b>	Bristol Rovers football club, Memorial Stadium Filton Avenue Bristol BS7 0BF.
<b>Hours:</b>	37.5 hours per week plus any additional hours necessary for the performance of duties. This will include regular evening and weekend work.
<b>Responsible to:</b>	Chief executive officer
<b>Team:</b>	Finance
<b>Contractual Status:</b>	Permanent with 6 months' probation
<b>Job Purpose:</b>	The Finance manager will oversee all financial operations of the football club by maintaining accurate financial records & reports, posting invoices, paying suppliers and other finance related activities.
<b>Working Conditions:</b>	Based at the Memorial stadium
<b>Remuneration details</b>	Competitive salary depending on the experience and other benefits
PRINCIPLE ROLE AND RESPONSIBILITIES	
1.	Oversight of the entire finance function
2.	Construct and prepare the monthly management accounts
3.	Presenting the monthly management accounts to Board members and CEO
4.	Finance business partner aspect of communicating budget updates with heads of departments, to ensure transparency on financial performance
5.	Review and analyse player contracts, sponsorship agreements, and other legal documents to ensure regulatory compliance, accuracy of financial figures, and alignment with organizational and legal requirements.
6.	Review payroll submissions and produced statutory P11Ds, maintaining adherence to HMRC guidelines.
7.	Prepare club's annual budget for both the football and non-football operations
8.	Construct weekly and monthly cashflow forecasts
9.	Liaise with the EFL on financial regulations and reporting deadlines, including SCMP (salary cost management protocol), IFAS Gate statements and Regulation 16 – FFI
10.	Produce detailed post-matchday dashboard for every home fixture. Presenting a profit and loss analysis to the CEO

11	Fully manage the club's annual external audit process. Act as the primary liaison with the auditors through planning, testing and completion stages, and ensuring the annual financial statements are accurate and compliant
12	Manage monthly payment runs
13	Oversight of all tax matters, such as VAT submissions and Corporation tax returns

#### Person Specification

Education & Experience		Essential	Desirable
1.	Strong academic background (minimum of a degree) in finance, accounting, or related fields,	Yes	
2.	Minimum 3-5 years' experience in a similar finance role, ideally within a sports organisation, entertainment, or fast-paced commercial environment		Yes
3.	Strong understanding of accounting principles, financial reporting standards, and month-end processes	Yes	
4.	Strong understanding of UK Tax law	Yes	
Skills		Essential	Desirable
5.	Intermediate to advanced level of Excel skills.	Ü	
6.	Experience with Xero is a bonus	Ü	Yes
7.	Analytical mind and ability to deliver insight behind performance, KPIs and margins	Ü	
8.	Communication skills. Being able to deliver key information to senior members of staff, to help decision making	Ü	
9.	Leadership. Being able to lead the finance team to ensure the monthly management accounts are prepared timely and accurately		
Other		Essential	Desirable
10.	Able to work outside office hours as suits the Club's needs	Yes	
Personal Attributes/Values		Essential	Desirable
11.	Highest levels of personal integrity and ability to maintain trust, sensitivity, and confidentiality.	Yes	
12.	Demonstrate an ability to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed.	Yes	

13.	Innovative thinker with a drive to continually improve.	Yes	
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#### **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\*\*](mailto:recruitment@bristolrovers.co.uk) by 2 March 2026. Please note that we review applications on a rolling basis and may close this position before the stated deadline if we find the right candidate.