



Finance Officer

Job Description

Job Title	Finance Officer
Department	Head Office
Reports To	General Manager
Direct Reports	None
Key Contacts	Management team and support staff
Budgetary Responsibilities	None
Location	Galahad House, No.1 Langstone Business Park, Newport
Hours	To be agreed. Opportunity for part time employment
Job Purpose	The control and management of the financial operations of the club
Remuneration	Up to £25,000 per annum (Pro rata based on agreed hours)

Role Responsibilities & Key Duties	
1	Control and management of the Purchase Ledger
2	Control and management of the Sales Ledger (including Debtor Control)
3	Bank and Cash Reconciliation
4	Management Accounts preparation, Budget Analysis Reporting, Exceptions Analysis and Cash Flow Forecasting .
5	Ad hoc reporting at request of Directors and Management team
6	HMRC Reporting and Payments – PAYE and VAT
7	Assist with preparation of Statutory Annual Accounts
8	Assist with preparation of Annual Budgets
9	Preparation of Monthly Payroll



Finance Officer

Person Specification

Requirements		Essential	Desirable
1	Knowledge and application of Microsoft Office.	✓	
2	Knowledge and application of Sage Line 50.		✓
3	Good communication and customer support skills.	✓	
4	Work independently and as part of a team.	✓	
5	Work to strict deadlines.	✓	
6	Flexibility and availability to work on a matchday.		✓
7	Minimum of 5 years' experience in a similar role	✓	
8	Understanding of Safeguarding Policies is desirable but full training will be given.		✓

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

Relevant information and / or documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Newport County AFC is committed to providing services which embrace diversity and that promote equality of opportunity.

I have read and agreed to the terms and conditions of the Job description above.

Title of Job Description.....

Print Name

.....

Signed

.....

Date

.....