



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Management Accountant – Academy, Ancillary, Retail & Facilities
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Head of Finance/Financial Controller
<b>DIRECT REPORTS:</b>	None
<b>LOCATION:</b>	Molineux Stadium
<b>HOURS:</b>	37.5 hours
<b>DATE:</b>	May 2024

**We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.**

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for a sixth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

**We take seriously our commitment to the safeguarding of children and adults at risk and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

Production of period end management accounts across the academy, ancillary sales, retail and facilities departments within WWFC, and production of month end WWP accounts, including day to day financial support for these areas, becoming their "go to" finance contact.

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### Key responsibilities

- Production of period end management accounts for the academy, ancillary sales, retail & facilities departments for WWFC.
- Production of month-end WWP accounts.
- Business partnering with Heads of the above departments, providing hands on financial support to inform and enable their strategic direction.
- Elite Player Performance Programme (EPPP) Budget and Actuals delivery, contributing to Wolves' Premier League reporting submissions.
- Budget and forecasting support for assigned departments.
- Support with R&D tax relief projects.
- Ad hoc support to colleagues in the finance department.



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### **General responsibilities**

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values of progressive, humble, determined, bright and unified
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

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### **Key relationships**

- CFO
- Head of Finance
- Financial Controller
- Other colleagues in the Finance department
- Managers and Heads of Department for Academy, Ancillary, Retail & Facilities

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### **Scope of role**

- Self-starting and proactive Management Accountant, producing month-end reporting to deadline
- Excellent communicator, who is capable of building relationships with key stakeholders, and establishing themselves as their "go to" advisor from the Finance department
- Proficient in use of Microsoft Office essential
- A working understanding of Advanced Chorus AP module would be an advantage but not essential
- Collaborative working style, with the ability to find solutions to problems experienced by Managers and Heads of Department



## Person Specification

### **Job Title: Management Accountant – Academy, Ancillary Sales, Retail & Facilities**

**Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc**

#### Essential

- Strong all round accounting knowledge
- Proficiency in other Microsoft Office applications
- Maintaining tangible fixed asset register

#### Desirable

- Chorus accounting software knowledge
- Knowledge of EPPP reporting requirements

**Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc**

#### Essential

- Strong technical understanding of FRS 102, particularly sections 16 & 17
- Understanding of UK Corporation Tax R&D credit relief

#### Desirable

- Advanced level of competence on Microsoft Excel (e.g., pivot tables, macros)

**General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc**

#### Essential

- Problem solver
- Analytical
- Ability to effectively communicate with colleagues at multiple levels
- Team player with ability to be self-disciplined.
- Forward thinking with a 'can do' attitude.

#### Desirable

- Experience of working in a Football / Sports sector finance department

**Experience: proven record of experience in a particular field, profession or specialism.**

#### Essential

- At least 3 years' experience of production of period-end reporting deliverables in a fast-paced Finance department
- Experience of maintaining a tangible fixed asset register

#### Desirable

- Experience in providing information for the purposes of R&D tax relief projects

**Qualifications: the level of educational, professional and/or occupational training required**

#### Essential



- AAT Level 4 qualification minimum (or equivalent)

Desirable

- ICAEW (ACA)/ACCA/CIMA or equivalent