



## JOB DESCRIPTION

**JOB TITLE:** Financial Controller  
**DEPARTMENT:** Finance  
**REPORTS TO:** CFO  
**LOCATION:** Molineux Stadium  
**HOURS:** Full-time 37.5 hours per week  
**DATE:** April 2026

### **We are Wolves. English football's original innovators.**

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk**

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### **Job purpose**

As Financial controller, you will be a motivated team leader with strong execution ability, process driven and with an exceptional eye for detail and in one of the most integral departments at Wolves.

Reports to the club CFO, and work closely with Senior Manager of Football Finance and Planning, taking care of day-to-day finance matters - the business as usual. Assist CFO and business GMs with financial requirements and management of the Finance Operational Team.

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### **Key responsibilities**

- Responsibility and overview of Statutory Audit for WWFC, WWP and W.W. (1990)
- Perform first review Monthly Group Consolidated Profit & Loss accounts and Balance Sheets (incl. WW1990 Ltd) prepared by the financial reporting accountant, with a secondary review to Senior Manager of Football Finance and Planning (monthly) & CFO/Executive Chairman (quarterly)
- Lead monthly management preparation process, and provide information for presentation to Senior Managers
- Perform financial business partner roles and provide support to commercial departments.

April 2026



- Collaborating with business in establishing more effective processes and controls to ensure the integrity of the club's ledger, Overseeing all financial control activities.
  - Responsible for balance sheet-based reconciliation reviews, bank reconciliations, unpaid DD debtor, aged debtors & creditors, expenses, credit cards.
  - Preparation of VAT returns for WWFC & WWP, with secondary review to Senior Manager of Football Finance and Planning. Ensure the tax compliance.
  - Provide day to day supervision of the Finance Operational team including appraisals and performance management
  - Oversee the payments process and act as a pre-approver of Barclays.net
  - Managing and enhancing the interface with finance outsource team (ie. FSSC)
  - Ad hoc financial reports as and when required
  - Prepare and finalise year-end annual account and audit report, in conjunction with Senior Manager of Football Finance and Planning, within required time-scales.
  - Prepare and finalise monthly, quarter-end and year-end financial for Fosun Group consolidation and FSG consolidation reporting, with working with FSG China team
  - Ad hoc financial projects / strategic decision making, as and when required
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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
  - 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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### **Equality, Diversity, and Inclusion**

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

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### **Safeguarding Statement**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC to share this commitment. This means that the



post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk.

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### **Key relationships**

- CFO
- Senior Manager of Football Finance and Planning
- General Managers – Commercial / Football
- Heads of Department



## Person Specification

**Job Title:** Financial Controller

**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 people and team management experience
- Understanding of financial system and internal control processes
- Understanding of CAPEX/OPEX
- An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations.

### Desirable

- Interest and understanding of football

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

### Essential

- Microsoft Outlook, Excel and Word experience
- Educated to A Level standard or equivalent in a financial qualification
- Experience of people management
- Strong presentation skills, able to explain concepts concisely and accurately

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

### Essential

- Strong communication skills, developing relationships across the club
- Ability to work to strict deadlines
- Competent and personable with good time management skills
- Ability to work calmly under pressure and instil confidence in others
- Understanding of the importance of confidentiality and integrity at all times
- Assertive, able to challenge in a constructive way
- Creative thinking skills and the ability to solve problems
- Promote, adhere to and implement the club's Equality Policy and to work consistently to embed equality and diversity within club
- Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.

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

### Essential

- Evidence of work with high profile business accounts
- Experience of managing accountancy-based teams
- Experience of developing and managing month-end closing, and finance operational process

### Desirable

- Experience of working in a football club environment or in a similar role
- Experience working across a Group Organisation Structure
- Big 4 accounting firm experience/training

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

### Essential

- ICAEW/ICAS Chartered Accountant or equivalent



Desirable

- Educated to degree level in a financial related field