



JOB DESCRIPTION

JOB TITLE:	Management Accountant
DEPARTMENT:	Finance
REPORTS TO:	Financial Controller
DIRECT REPORTS:	None
LOCATION:	Molineux Stadium, Waterloo Road, Wolverhampton, WV1 4QR
HOURS:	37.5 hours (Mon-Fri)
DATE:	17 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

Job purpose

The Management Accountant will deliver a smooth and timely month-end process across the Club's central shared services. The role will contribute to the production of accurate financial reporting, analysis and reconciliations to support the central service departments in the Club and produce month-end management accounts for Wolverhampton Wanderers Properties Limited. The role shall take responsibility for key month-end service processes, such as monthly review of expenses in line with Club policy, and support with daily online banking operations.

Working within a collaborative and high-performing environment, this role will help drive the Club's commitment to financial control, insight, and performance.

This position is ideally suited to an individual looking to take their first step into a professional finance role within football. The successful candidate will hold a minimum of 3 years of accounting experience and will ideally hold an accounting qualification to a minimum of AAT Level 3. We are looking for someone with strong Excel skills, a proactive mindset, and a genuine enthusiasm for football. A willingness to learn, collaborate, and contribute to a high-performance culture is essential.



Key responsibilities

- Production of month-end management accounts for the Club's central service functions.
- Production of month-end WWP accounts.
- Support the Heads of the above departments, providing hands on financial information and guidance to enable their financial literacy.
- Review and processing of monthly expenses.
- Support with daily online banking activities, such as the creation, amendment and deletion of standing orders and direct debits.
- Support with other central month-end close processes as directed by the Financial Controller.
- Support the Accounts Payable function during periods of increased volume.
- Support with R&D tax relief projects.
- Build and maintain financial reports and saved searches in NetSuite and Solution 7 to support reporting and analysis requirements.
- Maintain the integrity of financial data within the accounting system and ensure adherence to financial controls.
- Support with the Club's statutory audit process through supply of substantive audit evidence on request from the auditor.

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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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.

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.



Key relationships

- CFO
- Head of Finance
- Financial Controller
- Other colleagues in the Finance department
- Managers and Heads of Department for assigned central support functions

Scope of role

- Self-starting and proactive Management Accountant, producing month-end reporting to deadline, with the ability to “hit the ground running”
- Excellent communicator, who can build relationships and establish themselves as their “go to” advisor from the Finance department
- Proficient in use of Microsoft Office essential
- A working understanding of NetSuite ERP would be an advantage but not essential
- Collaborative working style, with a problem-solving mindset



PERSON SPECIFICATION

Job Title: Management Accountant

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 in the fundamental and pervasive principles
- An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations.

Desirable

- NetSuite ERP experience

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
- Proficiency in Excel and other Microsoft Office applications

Desirable

- Understanding of UK Corporation Tax R&D credit relief legislation
- Advanced level of competence on Microsoft Excel (e.g., pivot tables, macros, IF formulas in complex scenarios)
- An understanding of scenarios and tasks where Artificial Intelligence can drive efficiency, with experience in using Microsoft Copilot

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.
- Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.

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

Desirable

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

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



Desirable

- AAT Level 3 qualification minimum (or equivalent)