



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Accountant
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Financial Controller
<b>LOCATION:</b>	Molineux
<b>HOURS:</b>	Full-time (12-month fixed term)
<b>DATE:</b>	July 2025

**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. For two decades 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 an eighth 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 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

The Assistant Accountant will play a vital role in supporting the Financial Controller and Finance Business Partners to deliver a smooth and timely month-end process across the Club. The role will contribute to the production of accurate financial reporting, analysis and reconciliations to support all departments across the Club. 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 the sporting industry. The successful candidate will hold a university degree, preferably in Business, Finance, or a related field, and be part-way through a recognised accounting qualification (e.g. ICAEW, ACCA, or CIMA). 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.

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### Key responsibilities

- Assist in the preparation of monthly management accounts for all departments within the Club.
- Support the month-end close process, including journal postings, accruals, and prepayments.



- Prepare and maintain balance sheet reconciliations, identifying and resolving variances.
- Perform monthly bank reconciliations across multiple Club accounts.
- Collaborate with Finance Business Partners to provide timely financial insight to key stakeholders across Commercial, Football, and Academy departments.
- Contribute to budgeting and forecasting processes by providing reliable and timely financial data.
- Assist with VAT returns and compliance reporting as required.
- 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 ad hoc analysis, projects, and audit preparation as directed by the Financial Controller.

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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**

#### **Internal:**

- Financial Controller
- Finance Business Partners (Commercial and Football Ops)
- Wider finance team, payroll, and procurement
- Departmental budget holders across the Club/Heads of Department
- HR & Payroll team

#### **External:**

- Auditors (as part of year-end or interim reviews)
- External advisors (where applicable)

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### **Scope of role**

- No direct reports
- Responsible for accurate accounting and reconciliations across multiple departments
- Supports month-end reporting



- Contributes to budgeting and financial planning activities across Commercial, Football, Events, and Academy operations
- Uses ERP system (NetSuite) to maintain and report financial data across the Club

## PERSON SPECIFICATION

Job Title: Assistant 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
- Maintaining tangible fixed asset register

### Desirable

- Experience with general ledger maintenance and supporting month-end close processes
- Familiarity with ERP systems
- Experience working in a Football/Sports sector finance department

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

### Essential

- Strong command of English for professional business communication
- Strong proficiency in Microsoft Excel

### Desirable

- Advanced level of competence on Microsoft Excel (e.g. pivot tables, macros)
- Strong understanding of UK corporation tax R&D credit relief

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

### Essential

- Proactive and organised
- Strong attention to detail
- Forward thinking with a “can do” attitude
- Team player with a willingness to learn
- Analytical
- Ability to effectively communicate with colleagues at different levels of seniority

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

### Essential



- University degree

Desirable

- Preferably in Business, Finance, or a related field
- Part-qualified ICAEW, ACCA, CIMA or equivalent