



## **Oxford United Vacancy**

**Job Title:** Finance Analyst/Assistant Management Accountant  
**Department:** Finance  
**Reports To:** Company Accountant  
**Location:** Oxford United Training Facility, Horspath Road, Oxford. OX33 1RT  
**Hours:** Full Time including Evenings and Weekends  
**Closing Date:** Friday 25<sup>th</sup> November 2022  
**Salary:** TBD

### **Company Overview**

Oxford United Football Club Limited is a professional football club currently operating in League 1.

We have new owners and are determined to become a top thirty club in the UK whilst being fully sustainable.

### **Role Overview**

We are currently recruiting for a Finance Analyst/Assistant Management Accountant to support the business.

The successful candidate will be energetic, have a 'can-do' attitude and be comfortable using their own initiative. They will also need to be confident at liaising with internal departments within the business.

This role offers excellent career progression as the company embarks on a period of change and growth.

Oxford United FC is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all Colleagues and Volunteers to share this commitment.



## Job Description

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**Job Title:** Finance Analyst/Assistant Management Accountant

**Location:** Oxford

**Reports To:** Finance Director/CEO

### SUMMARY OF THE ROLE

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- Support the Finance Director in particular and the CEO in improving and accelerating matchday and other benchmark reporting
- Assisting the Finance Director with EFL reporting in particular SCMP and future financial information
- Assisting the Finance Director with budgeting, forecasting and the related reporting
- Support the Finance Director and CEO in ad hoc projects as and when required
- General finance administration
- General office administration
- The ability to be flexible in the role is key

### KEY RESPONSIBILITIES

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The nature of the role is such that there will be a requirement to work across the functional boundaries, but the following gives a flavour of the types of duties the successful candidate would be expected to undertake:

- Complete matchday flash reports
- Assist in maintaining and preparing EFL reports in particular SCMP and future financial information
- Benchmark reporting
- Assist in budget and forecast preparation and reporting
- Assist in preparation of and maintenance of 5 year rolling business plan
- Assist other members of the team as required

### SPECIAL REQUIREMENTS

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- Personal confidence, self-belief, and determination to succeed
- Personal Integrity
- Good numeracy skills
- Methodical approach with an eye for detail
- Excellent Excel/Microsoft skills
- Excellent PowerPoint skills
- Sage System knowledge advantageous
- Confident approach to communication – both written and oral
- Able to confidently use their own initiative
- Flexible attitude with the ability to work across finance roles
- Ambitious and driven to further their career within finance
- Part qualified accountant or university leaver which a finance/accountancy degree