



Nottinghamshire County Cricket Club is looking to recruit a Finance Manager.

Trent Bridge is the third oldest Test venue in the world – home to Nottinghamshire County Cricket Club, Notts Outlaws, Trent Rockets and the Trent Bridge Community Trust.

Our commitment to our community is absolute and we are determined to drive onwards for the benefit of our team, our venue and our members.

Join us to help maintain our reputation as a year-round entertainment destination and as a hub for cricket in Nottinghamshire. The job holder will assist the senior team in maintaining the club as a financially and commercially sustainable organisation at the heart of our community.

The club wants to attract, inspire and retain the best people by creating a playing and working environment that is enjoyable, challenging and fulfilling.

The Finance Manager will be responsible for the management and monitoring of all financial activity, including financial analysis when required by the Deputy Chief Executive.

The job holder will assist the Deputy Chief Executive and Chief Executive to develop and manage financial goals, and will review financial information, prepare financial reports and develop strategies that work to reduce financial risk and support the club's strategic objectives.

The successful candidate will influence many major business decisions and be a key member of the club's wider management team.

If you would like to join us at Trent Bridge, please send a covering letter, CV and to **recruitment@nottsccc.co.uk** or:

**HR Manager
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

Please include details of your current salary and salary expectations within your covering letter.

Closing date for applications is 18th October 2021.
Interviews to be held week commencing 25th October 2021.

A role profile and person specification can be viewed below.
No agencies please. Candidates must be eligible to work in the UK



FINANCE MANAGER

- **Permanent**
- **Full-time**

RESPONSIBLE TO: Deputy Chief Exec

RESPONSIBLE FOR: 2 Finance Assistants and a Payroll & Benefits Assistant

RELEVANT GENERAL OBJECTIVES

- Management of a small Finance and Accounts Team, ensuring that the finance team understand their roles and responsibilities. Provide the team with up to date information, support and development;
- To oversee the production of the monthly management accounts for presentation to the club's senior team and General Committee;
- To assist in the preparation of statutory accounts for Nottinghamshire County Cricket club Limited including the year-end audit and associated processes, including the Income and Expenditure Account, the Balance sheet, the Statement of cash flows, the Statement of changes in equity etc;
- Produce monthly accounts and reporting for the associated companies; Trent Bridge Community Trust, Nottinghamshire Sports club and Nottinghamshire Sports Properties
- To lead on the communications with external parties such as our auditors, HMRC, pension advisors, insurers, bank, etc.
- To manage the preparation of budgets and forecasts, liaising with both internal and external stakeholders in a timely and appropriate manner;
- To work with the Senior Executive team to manage financial elements of contracts, and to be responsible for financial due diligence procedures in respect of proposed commercial partners;
- Lead on the development of financial controls whilst streamlining financial processes across the business;
- Develop robust financial policies and procedures, working with the club's external and internal auditors as appropriate;
- Contributing to the venue's development and growth through financial planning and forecasting

	Essential	Desirable
Experience	<p>Qualified Accountant (ACA, CIMA, CIPFA or ACCA)</p> <p>Experience of managing a team</p> <p>Experience of working within a financial management role, including production of monthly management accounts, CT and VAT returns</p> <p>Experience of producing and/ or reviewing statutory financial statements</p> <p>Experience of payroll processing (the role involves management of the payroll administrator)</p>	<p>Bachelor's degree in business administration, economics, finance or accounting</p> <p>Strong project management and implementation skills</p> <p>Experience of developing and training others</p>
Knowledge	<p>Able to meet agreed targets and deadlines.</p> <p>Able to write reports and present data.</p>	<p>Ability to review and challenge assumptions within detailed financial material, and to do so in the appropriate manner</p>
Skills	<p>Excellent communication and interpersonal skills both written and verbal.</p> <p>Strong administration skills and excellent IT skills including advanced Excel.</p> <p>Ability to challenge poor practice and effect change.</p>	<p>A proven record of communicating complex financial issues in a clear and concise manner to all relevant stakeholders</p> <p>Experience of presenting to senior teams/ Board level discussions</p>
Qualities & Attitude	<p>Ability to work within a team and build strong working relationships with</p>	

TRENT BRIDGE

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	<p>team members and partners at all levels.</p> <p>Ability to work under pressure with minimal supervision.</p> <p>Ability to work outside normal office hours when necessary</p> <p>Ability to follow policies and procedures.</p>	
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