

# Financial Controller Recruitment Pack

January 2024



## INTRODUCTION FROM OUR CEO

*Thank you so much for taking the time to find out more about the Football Foundation. I am exceptionally proud to lead this organisation.*

*Our purpose is to transform individual lives and communities by providing people with a great place to play. That's an inspiring thought – but behind it sits a great team. The Foundation is an independent charity, but has at its heart a collaboration between the Premier League, The Football Association and Sport England. Our role is to facilitate their joint investment into community sports facilities. We do this through partnership working – being part of a team is really important to us.*

*Together we have ambitious plans and with the support from the government to invest a further £205 million into grassroots football over the next 3 years, the Football Foundation is well-supported to continue to invest in community pitches and facilities across the nation.*

*We have a great deal to get done, but why and how we do it matters too. We are striving to be an inclusive and diverse organisation that understands and makes a positive impact to the communities we serve. Becoming part of the Football Foundation team will give you the chance to help transform lives and communities through great places to play; and to be part of a supportive and inclusive team that is united in its ambition and plays fair to achieve its goals.*

*I hope you take the time to apply.*

**Robert Sullivan, Chief Executive Officer**



*We are the Football Foundation – the Premier League, the FA and Government’s charity delivering upon a shared vision to help communities improve their local football facilities through grants. We’re the only example of a partnership between a national Government and a national sport coming together to support communities throughout the country.*

[WHAT WE DO](#) [WHO WE ARE](#) [OUR IMPACT](#) [NEWS](#) [FIND YOUR LOCAL PLAN](#) [LOOKING FOR FU](#)





## UNLOCKING THE POWER OF PITCHES TO TRANSFORM LIVES

We are the Premier League, The FA and Government's charity. We deliver outstanding grassroots football facilities and help communities across the country improve their local football facilities through grants.

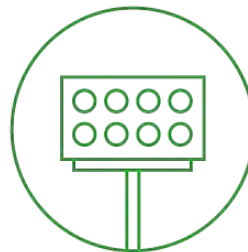
*Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience of playing football for everyone.*

*The Foundation's goal is to unlock the power of pitches ensuring everyone has a great place to play regardless of gender, race, disability or place.*



**20,000**

Improved grass pitches over the next 10 years



**1,300**

3G facilities over the next 10 years



**1,700**

New pavilions over the next 10 years

# OUR GOALS



**The Football Foundation's ambition is to transform the landscape of England's grassroots game by 2030.** In that time, we will deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country. The approach to achieve our goals includes:

- **Local Football Facility Plans**

In order to achieve our ambition, we have completed 318 Local Plans, covering every area in England. These are the culmination of three years of work with local authorities, County FAs, and other stakeholders. These plans identify the current provision of facilities and the projects that each community needs and deserves, providing a blueprint for our investment.

- **Grass Pitch Improvement Programme**

We are working alongside The FA on a 10-year plan to transform the quality of 20,000 grass pitches across the country. 87% of affiliated football is played on traditional grass pitches and maintaining these to the highest quality is crucial. We are working with experts and volunteers and have invested in a new web app, PitchPower, to make expert knowledge, support, and funding into pitches more accessible

- **Small Sided**

We have an ambition to deliver 330 new or improved Small Sided facilities by 2025. To realise this ambition, we're going to focus on investing in safe, inclusive and accessible facilities in communities with the greatest need. We will tackle inequalities in physical activity levels and create inclusive opportunities for our priority audiences to become active through recreational formats of football and other sports.

- **Our Hubs**

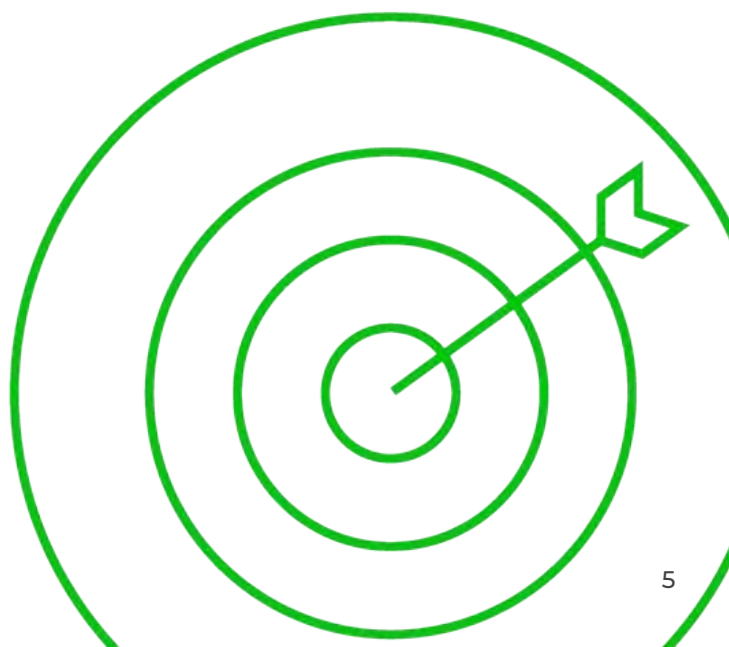
£200m investment in multi-pitch hubs has enabled us to work with Local Authorities and local football organisations, with hubs already in Sheffield, Liverpool, Sunderland, and one site in London: with construction underway for further sites in London, as well as Newcastle and Wigan.

- **3G Artificial Grass Pitches**

In 2020, we opened 49 new floodlit 3G Artificial Grass Pitches (AGPs) guaranteeing access to hundreds of thousands of people across the country, no matter the weather. Our goal is to install 1,300 more 3Gs by 2030.

- **Changing Room Pavilions**

We constructed and refurbished over 57 pavilions in 2019, providing players and match officials with safe, secure spaces to get changed, whilst also acting as hubs for the delivery of vital community outreach work. We are committing to 1,700 new pavilions by 2030.



# EQUALITY, DIVERSITY AND INCLUSION



We genuinely believe that by having a diverse workforce, we will be more productive, make better decisions and gain a better understanding of the communities we serve.

In 2023, we proudly launched '[Together for Football](#)' our EDI strategy. This strategy outlines our ambitions and commitments to increasing our diversity, and the tactics we plan to use to help make the Foundation more inclusive. The initiatives and actions we have committed to are designed to help us better serve communities across England.

When you apply for a job with us, we'll ask you to fill in an equality opportunities form. Your answers will be kept strictly confidential at all times and will not be used to identify you as an individual. The data collected from this form helps us to identify any disproportionate outcomes for applicants and will help inform future recruitment campaigns and strategies.

At the Foundation we want inclusion to be an everyday reality. For this to be the case, we need all our teammates to play their part in bringing our commitments and values to life. We are looking for applicants who share our passion for inclusion and who will support our aim of 'unlocking the power of the pitch, to transform lives and communities'.

Together for football.



*Our aim is to invest in and develop facilities which feel safe, welcoming, inclusive; facilities that attract diverse communities and promote a sense of belonging.*



**We encourage people from all communities and backgrounds to apply for our jobs.**

We are particularly interested to hear from individuals belonging to under-represented groups including diverse ethnic communities, individuals with a disability, and those from the LGBTQI+ community.

Our aim is to ensure our processes are equitable for candidates with disabilities, and we are committed to considering all possible adjustments to our recruitment process.

Please get in touch to discuss any adjustments you may need:

[jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)

# OUR CORNER VALUES

We refer to our company values as our four corners and these form a central part of our working culture. When applying for roles we encourage applicants to be aware of our four corners as we will frame some of our interview questions around these.



## WE ARE STAR PERFORMERS

We unlock the power of pitches. We transform lives and strengthen communities. Whatever position we play in, we always strive for excellence.



## WE ARE PASSIONATE SUPPORTERS

We support each other and work together to deliver the greatest impact wherever it's needed the most. Nothing brings people together like sport and teamwork is at the heart of what we do.



## WE ARE A UNITED TEAM

We support the game in any way we can. We make sure applicants access funding as easily as possible. We work with partners to deliver outstanding football facilities. We transform lives and communities on behalf of our Funding Partners.



## WE ARE FAIR PLAYERS

Being inclusive and understanding diversity allows us to tackle inequalities through everything we do. We play fair regardless of gender, race, ability or place, from the star performers we recruit, to the way we work, from the facilities we fund, to the people who play on them.



# OUR IMPACT



**Since 2000, we have been privileged to make a truly transformative difference to grassroots football across the country.** We're proud that through the investment of our funding partners into grassroots football we've seen incredibly positive effects on physical health, mental health, participation, and the overall economy, and we want to keep moving the goalposts.



**958**

Artificial grass  
pitches installed



**1223**

Changing room  
pavilions built  
and refurbished



**8726**

Natural grass  
pitches improved

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## OUR FINANCES

With the recent announcement from the government to invest a further **£205 million into grassroots football over the next 3 years**, the Football Foundation is well-supported to continue to invest in pitches and communities across the nation and we are ready to scale up our operations.

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## LOCATION

Our office is currently based in Wembley Stadium, London. Like many organisations, we're currently trialling a hybrid working model which we call One+. We ask everyone to come into the office on Mondays so that we can collaborate, connect and create a positive culture together, but the rest of the week we all have the flexibility to choose to work from home if we aren't needed in the office in person.

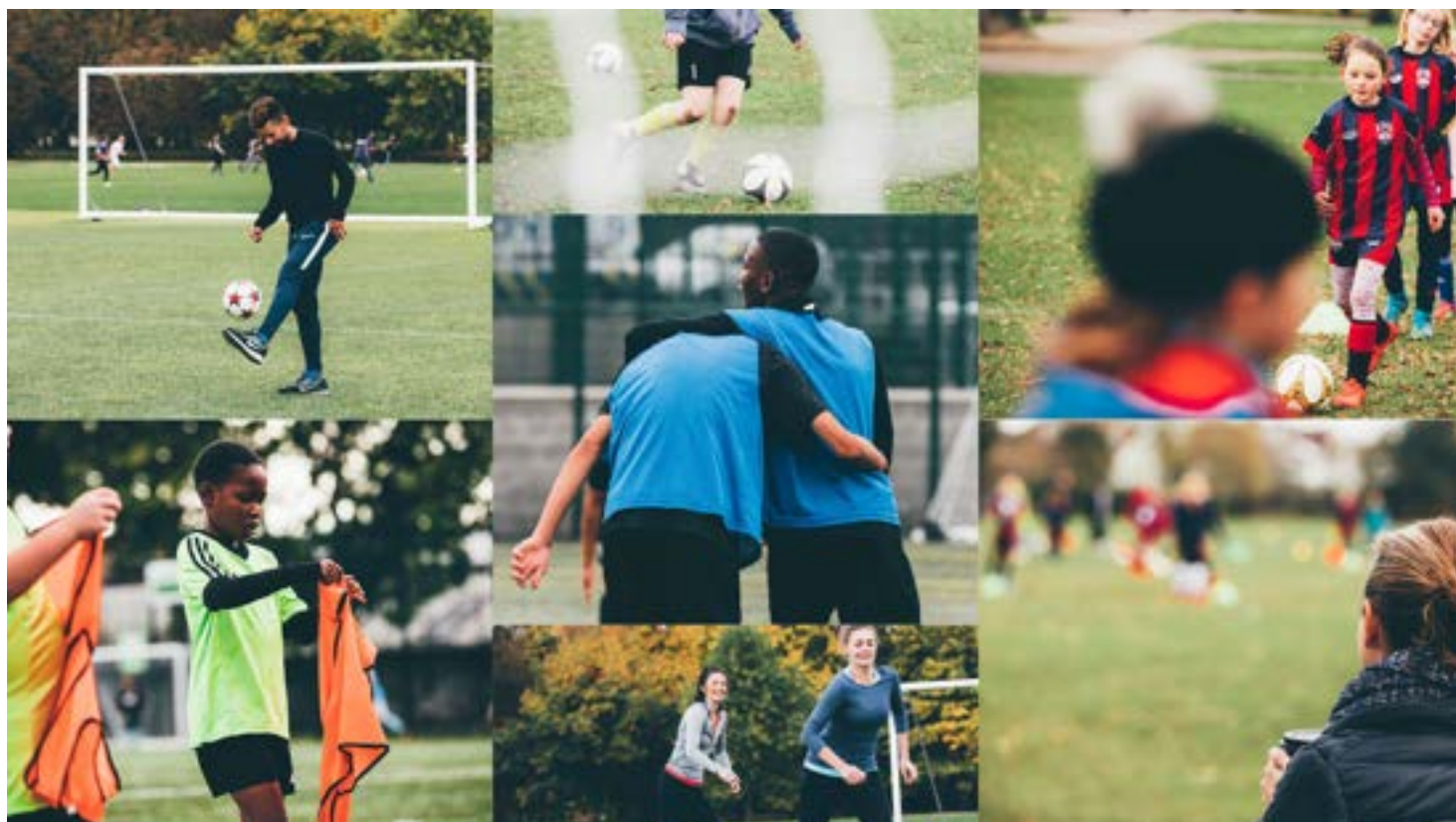
# THE ROLE - FINANCIAL CONTROLLER



The Financial Controller will be responsible for the day-to-day management of the financial accounting function of the finance team across the Football Foundation (the Charity), the Football Foundation Trading Limited (our trading subsidiary) and the Football Stadia Improvement Fund (FSIF). They will ensure timely, accurate, and reliable management of all finance matters and will have oversight of the financial controls designed to safeguard the charity's assets.

Alongside the Head of Finance, the Financial Controller will have oversight of the preparation of monthly management accounts and annual statutory accounts, and will be responsible for financial reporting and budget control. Responsibility also extends to the development and maintenance of the accounting systems, financial policies, procedures, and systems. Finally, they will also manage cash flow, fixed assets, and statutory returns (including VAT).

***You don't need to follow football or have a detailed knowledge of how to improve grass pitches to apply, but it is expected that you appreciate the power of sport to change lives and have a genuine interest in using your skills and experience to help the Foundation achieve our charitable and strategic objectives.***



## ACCOUNTING, PROCESSES AND CONTROLS:

- ✓ **Lead the preparation of the statutory accounts under the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) (FRS102), and with UK Generally Accepted Practice.**
- ✓ Be the lead contact for the external auditors throughout the year and lead the year end, planning and interim audits.
- ✓ **Preparation of monthly and annual reports to identify results, trends, and financial forecasts.**
- ✓ Oversee the Foundation's cash flow and payments processes, including statutory returns (including VAT)
- ✓ **Ensure that all financial transactions, including our grants, are properly recorded, filed and reported on.**
- ✓ Review and approve grant and supplier payments on a weekly basis.
- ✓ **Establish and implement an improved monthly reporting process, alongside the Head of Finance, to provide updates to Senior Management.**
- ✓ Create systems and processes to prevent errors in data collection and calculations.
- ✓ **Report to the Head of Finance with timely and accurate financial information.**
- ✓ Review all current processes and controls, with a view to making improvement which will enable the function to increase efficiency and effectiveness.

- ✓ **Prepare the month-end finance workbook and finance reports for the Foundation, with support from the financial accounting team.**
- ✓ Support the CFO and Head of Finance with the preparation of papers for Board, Audit Remuneration and Governance Committee, for discussion and approval.

## PAYROLL:

- ✓ **Oversee the monthly payroll process, ensuring an accurate log of the entire end-to-end process is maintained. Support the Business Accountant and HR Manager (where appropriate) with the monthly payroll and ensuring an accurate log of the entire end-to-end process is maintained.**
- ✓ Ensuring, alongside the Business Accountant, that all monthly PAYE and National Insurance procedures are accurately followed and accounted for. Liaising with HMRC and Pension authorities where required.
- ✓ **Liaise with the HR Manager and Business Accountant for pension payments, review and post the monthly payroll journals.**



# KEY RESPONSIBILITIES



## GRANT FINANCE:

- ✓ Have direct oversight of the weekly and monthly grant finance process.
- ✓ **Weekly review of claims for payment of grants along with the Grant Finance Coordinator.**
- ✓ Work alongside the Head of Finance and Finance Analyst on the grant finance workbooks.
- ✓ **Review grant finance processes and identifying areas to improve processes and controls.**
- ✓ Monthly analysis of the grants paid by the Foundation and FSIF and identify any key points or trends.
- ✓ **Being an additional grant finance point of contact for the Grant Management Team.**

## LINE MANAGEMENT:

- ✓ Provide line-management to the Business Accountant and Grant Funding Co-ordinator, planning, prioritising and supervising their work as appropriate and helping to create a positive working environment in which they can strive to do their best.
- ✓ **Manage the performance and development of your team, holding regular one-to-ones and providing support and direction, as well as giving open and honest feedback.**
- ✓ Uphold the Foundation's Personal Development Review (PDR) process, giving close consideration to your team's development.

## PROCESSES AND POLICIES:

- ✓ Adhere to the Charity's financial policies and procedures.
- ✓ **Review the Charity's financial policies and put forward recommendations for improvement to the Head of Finance and CFO.**

## OTHER ACTIVITY

*The role will also be required to:*

- ✓ **Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Football Foundation Finance Team and wider organisation.**
- ✓ Carry out duties and responsibilities of the post at all times in accordance with Foundation policies and principles.
- ✓ **Ensure compliance with data protection in all matters.**
- ✓ Uphold the 'four corners' of the Football Foundation.
- ✓ **Demonstrate a commitment to equality, diversity and inclusion.**

# APPLICATION REQUIREMENTS

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## QUALIFICATIONS

- ✓ **Qualified Accountant (ACA, ACCA, CIMA etc), with 2+ years of PQE.**

## KNOWLEDGE AND EXPERIENCE

- ✓ A minimum of two years post qualifying experience in a relevant finance role. (Essential)
  - ✓ **Experience of preparing statutory accounts. (Essential)**
  - ✓ A good understanding of Charities: SORP (FRS102) and its practical application. (Essential)
  - ✓ **In depth knowledge of VAT, PAYE and Corporation Tax. (Essential)**
  - ✓ Experience of managing a small team. (Desirable)
  - ✓ **Experience of working with a major accounting software packages, (Essential)**
  - ✓ Knowledge of Access Dynamics Finance System. (Desirable)
  - ✓ **Knowledge of Power BI. (Desirable)**
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# APPLICATION REQUIREMENTS



## ESSENTIAL SKILLS AND ABILITIES

- ✓ Excellent planning and analytical skills with strong attention to detail.
- ✓ **Highly organised with the ability to prioritise a varied workload balancing important tasks with urgent demands for yourself and the Finance team**
- ✓ Delivering tangible outcomes, under pressure, removing blockages to achievement and challenging deadlines.
- ✓ **Managing a diverse workstream, with the ability to analyse information consistently, identify issues and escalate potential risks.**
- ✓ A passionate supporter, strong and visible passion and commitment to inspiring activity, the values of the Foundation and delivery of its strategic objectives
- ✓ **A united team player, actively contributing to the team to complete tasks, meet goals and manage programmes, and always operating as a centralised support service.**
- ✓ Strong communication and interpersonal skills, and as a united team player provide respectful challenge and constructive feedback to colleagues, and receive the same with a receptive, open-minded manner.
- ✓ **Flexible, adaptable and willing to support others at times when team priorities take precedence.**
- ✓ The ability to develop and sustain a level of professionalism at all times among team members, key contacts and stakeholders.
- ✓ **Proficient in the use of Microsoft Office 365, including Excel, Outlook, Word, and Teams with the appropriate level of IT competencies to learn new software and support the completion of tasks in a fast-paced environment.**
- ✓ A star performer, striving for excellence and committed to self-development to support the growth of the Football Foundation and requirements of the role.
- ✓ **A commitment to fair play, with an understanding of and passion for equality, diversity and inclusion.**



# APPLICATION OFFER – FINANCIAL CONTROLLER



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## SALARY & BENEFITS

- The salary band for this role is **£58,000 to £64,000 per annum** (dependent on experience).
- You will initially be entitled to **25 days annual leave plus bank holidays**. The Foundation also offer a **generous pension scheme** (8% employer contribution), **yearly collective bonus, free healthcare provision, a monthly gym subsidy, interest-free season ticket loan, death in service benefit** and **access to selected match tickets**.
- We are committed to helping our staff maintain a healthy work-life balance, so offer **flexible working hours around core hours** to help achieve that.



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## INDUCTION

- The Foundation offer a comprehensive induction process where you will learn about the culture of the Foundation and the way we work, as well as learning from your colleagues in the Programmes Team about processes and practices.



# APPLICATION PROCESS



## 1. APPLICATION

To apply, please follow the steps outlined below:

1. **Please send the following to [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)**
  - **CV**
  - **Cover letter** highlighting your motivation for the post and indicating how your skills and experience meet the criteria for the role.

2. **Complete an anonymous Equal Opportunities form:**

- Click [here](#) to fill it out. Please only submit one form, if you have any issues get in touch.

**Closing date for applications:  
Monday 19 February 2024, 9:00**

We thank all applicants for taking the time to apply, however, due to the high number of applications received for most roles, the Foundation only contact candidates if they are shortlisted for interview. If you do not hear from us within two weeks of the closing date, you should assume your application has not been successful.

The Foundation aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, the Foundation will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

## 2. SELECTION

All applications received will be short listed against the role requirements and person specification. Those most closely matching our requirements will be invited to take part in an online interview.

**Interviews are currently scheduled for:  
w/c 26 February 2024**

## 3. CHECKS AND REFERENCES

If you are successful in your application, we will ask you to provide us with the contact details of two organisations that we can apply for an employment reference; one of which must be your current/most recent employer. Please be aware that the Foundation aim to have all references in place before new team members commence employment with us.

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for an interview, you will be advised of the documents that you will need to provide, which, if you are offered employment, will be checked to ensure the Foundation complies with current legislation.

## FURTHER INFORMATION AND QUERIES

This Recruitment Pack is designed to be comprehensive; however, if you have any further questions regarding this role, please email: [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)

# DATA PROTECTION



**Information provided as part of your application will be used for the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.**

If you are successful in your application, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, we will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to work.

Please see the full Privacy Notice for job applicants on the Careers page of our website for more information about how and why your personal data will be used, namely for the purposes of the recruitment exercise, plus your rights in relation to your data.



# Further information



If you have any further questions about our recruitment process or if you need any adjustments please get in touch with our HR team:

[jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)



*For more information, please email:  
[jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)*

