

Head of Finance Recruitment Pack

June 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 our funding partners, 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.

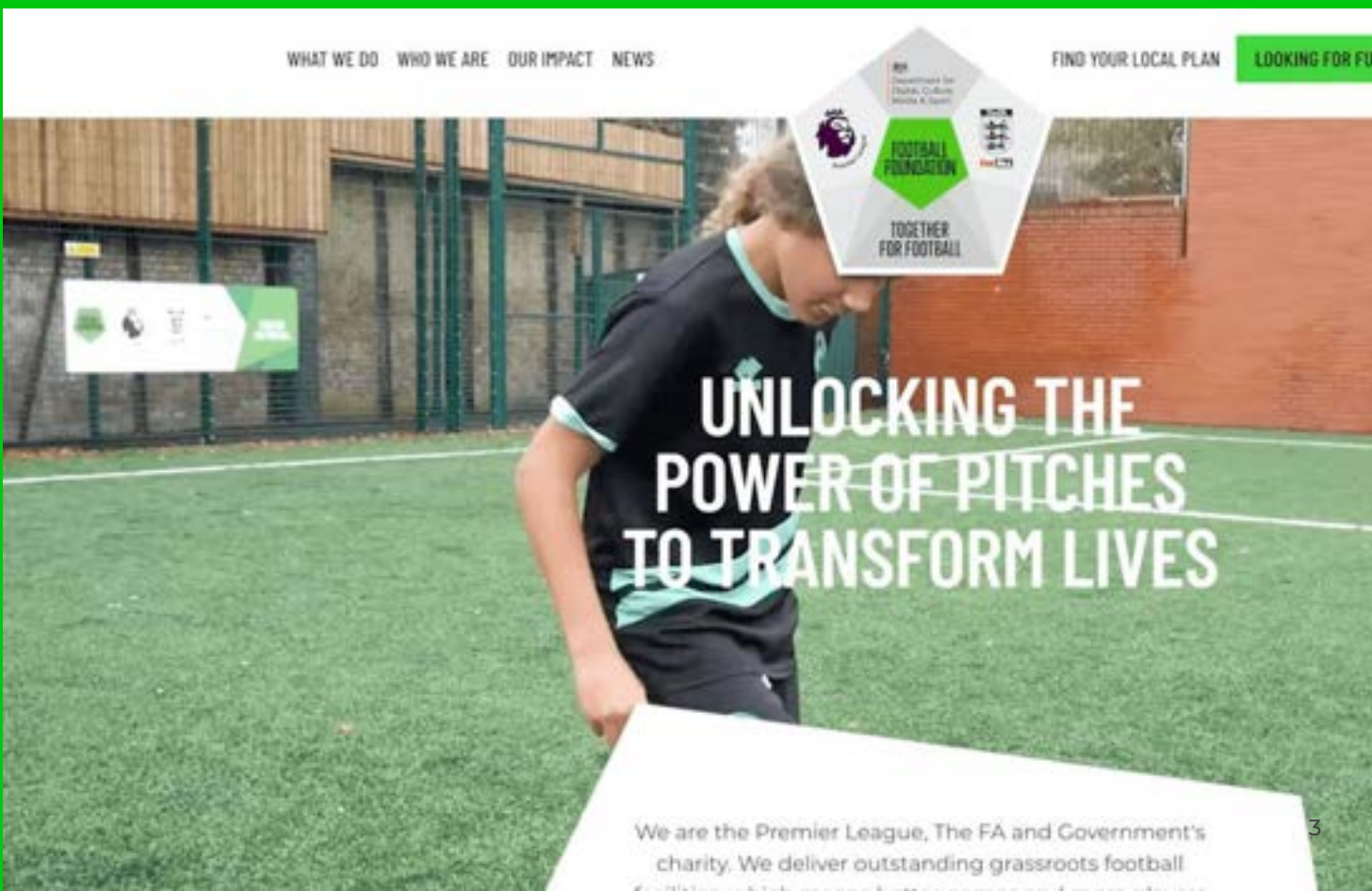
I hope you take the time to apply.

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.



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 grassroots clubs improve and maintain their

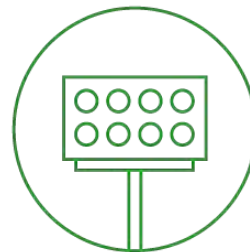
Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience 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 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. The approach to achieve our goals includes:

- **Local Football Facility Plans**
In order to achieve our ambition and in partnership with local authorities, County FAs and other community stakeholders, the Foundation has created Local Football Facility Plans for every local authority in England. These Plans act as a blueprint for providing the grassroots football facility improvements that each community needs and deserves across the country.
- **Grass Pitch Improvement Programme**
We're 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.
- **PlayZones**
We have an ambition to deliver over 240 new or improved PlayZones 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 two sites in London: with construction underway for further sites in Portsmouth and Derby.

- **3G Football Turf Pitches**
In our 2023 financial year, we opened 53 new floodlit 3G Football Turf Pitches guaranteeing access to hundreds of thousands of people across the country, no matter the weather. Our goal is to install 1,000 more 3Gs over the next 10 years.
- **Changing Room Pavilions**
We constructed and refurbished over 70 pavilions in our financial year 2023, 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're committing to 1,000 new pavilions over the next 10 years.



**Premier League
Stadium
Fund**

- **The Premier League Stadium Fund**
The Premier League Stadium Fund is a registered company that acts as an agent for the Premier League in awarding capital grants to clubs to support improvement of their stadium facilities for players, supporters and officials. Funding is available to clubs who play in Steps 1 to 6 of the National League System, Tiers 1 to 4 of the Women's Football Pyramid and clubs promoted into the English Football League. Employees of the Football Foundation have joint employment contracts with the Premier League Stadium Fund.

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

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 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.

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.



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.



1,000

3G football turf pitches delivered



1,300

Changing room pavilions delivered



12,000

Natural grass pitches delivered

LOCATION

We're currently trialling a hybrid working model designed so that we can collaborate, connect, and create a positive culture together. During this trial, we ask everyone to come into the office on Mondays, plus any other days we require, driven by business needs. This usually averages out at twice per week (including Mondays). We also hold quarterly two-day organisation-wide get-togethers, which we call Squad Meet-Ups. These are in addition to regular office attendance. The rest of the time we all have the flexibility to choose to work from home if we aren't needed in the office in person.

THE ROLE - HEAD OF FINANCE

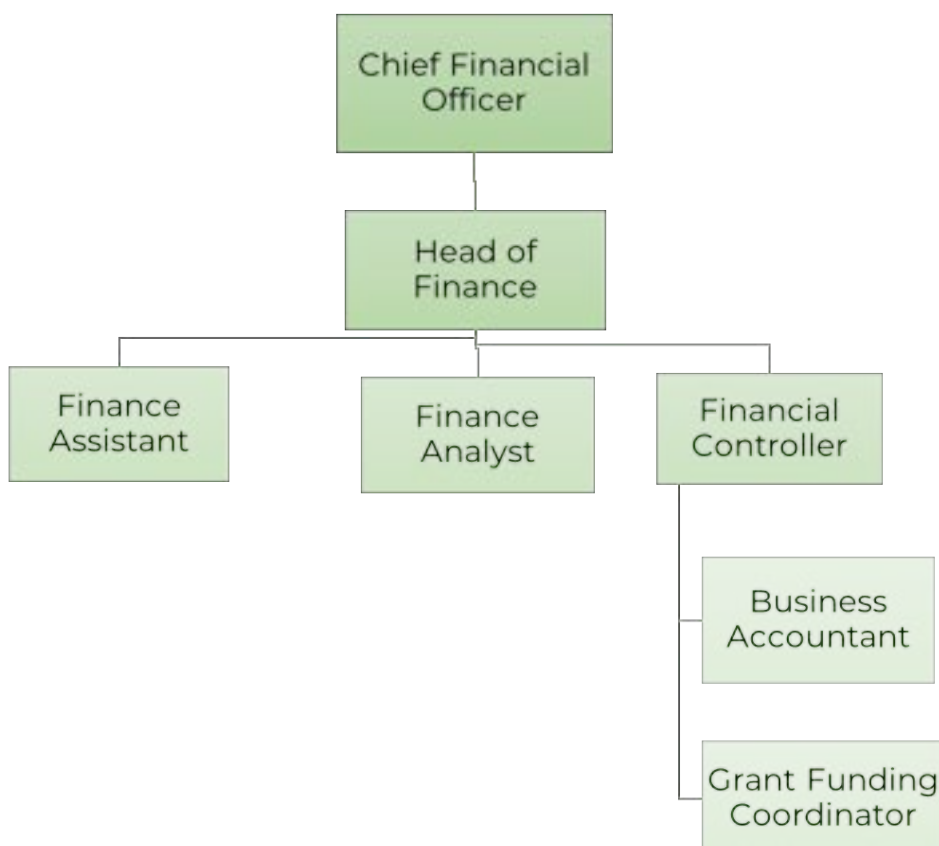


Reporting into the CFO, the Head of Finance will lead the finance team, ensuring robust financial management and sustainability to support our charitable objectives.

This role is a great opportunity for an exceptional finance professional to contribute to the continuous improvement of the Football Foundation, the Premier League Stadium Fund, the finance function, and your team. You will direct the day-to-day operations of the finance team, actively manage financial planning and forecasting, and develop high level models to support strategic and operational decision making. You will also input into strategy on a functional and organisational level.

Proven experience at a senior level with responsibility across the entire finance function, including hands on experience in delivering business partnering are therefore essential, as is the ability to provide leadership and motivate a team.

You don't need to follow football or understand about football and sports facilities 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 us achieve our charitable and strategic objectives.



KEY RESPONSIBILITIES



- ✓ **Develop and implement financial strategies that support the organisation's visions e.g. treasury management, developing long term cashflow strategies to maximise returns to the organisation.**
- ✓ Lead and work with the Senior Management Team (SMT), Management Group, PMO Lead, and Data & Insight team to create and maintain financial and cost models to support the development and finalisation of strategic plans, budgets, and forecasts, focusing on the relationship between services, resources, and productivity.
- ✓ **Work with the CFO in preparing and presenting the consolidated budget and plan to the SMT and Audit, Remuneration and Governance Committee (ARG Committee).**
- ✓ Develop high level models to support strategic and operational decision making, e.g. assessment of financial sustainability of grant applications and monthly reporting to funders in line with contractual obligations.
- ✓ **Continue the development and transitioning of the finance team from a mainly transactional team to a team providing forwarding looking information.**
- ✓ Direct the day-to-day accounting operations including oversight of the month-end process, payroll, review of key balance sheet and cash reconciliations and maintenance of the general ledger.
- ✓ Enhance collaborative decision making through improved business partnering and transparent reporting.
- ✓ **Prepare, analyse, and present financial reports (including the monthly performance pack) in an accurate and timely manner; Review all financial plans and budgets; monitor progress and changes, and produce monthly budget versus actual reports and undertake quarterly forecasting.**
- ✓ Ensure all legal entities comply with relevant legislation and prepare statutory accounts, corporation tax, VAT, Charity Commission, and other statutory financial returns as appropriate.
- ✓ **Manage the annual audit process, in conjunction with the Financial Controller, being the initial point of contact for external auditors on operational matters relating to the audit process and providing information and documentation supporting the annual report and accounts.**
- ✓ Drive financial ownership, accountability and understanding across the organisation by ensuring budget owners have the knowledge, skills, and tools to manage their budgets effectively. Ensure effective financial business partnering is underpinned by effective processes and guidance.
- ✓ **Support the implementation of internal audit and be the key point of contact.**

KEY RESPONSIBILITIES



- ✓ Ensure the internal financial control environment is fit for purpose and is properly documented, and liaise as needed with external professional advisors, such as internal auditors. Lead on reviewing and monitoring adherence to key financial policies i.e. scheme of delegation, service level agreements, procurement, and travel and subsistence.
- ✓ **Key point of contact with the Finance teams for our Funding Partners, including preparing and submitting drawdown notices, in line with contractual obligations, and internal audit.**
- ✓ Play your part in working together and building a united team with the Finance, Insight and Technology team leaders and wider organisation.
- ✓ **Maintain a relationship with the organisation's bankers and work with the CFO to review and implement the investment and reserves policies, as approved by the ARG Committee.**
- ✓ Attend ARG Committee meetings, Foundation Grant Panel meetings, and Premier League Stadium Board meetings, providing updates and reports on financial activity, and offering advice and assistance as required.
- ✓ **Support the SMT in other work as may be required from time to time and, as time allows, engage in the broader work of the charity to ensure the post holder has a recognisable profile as the leader of a key team and understands the work we do.**

TEAM LEADERSHIP AND MANAGEMENT

- ✓ **Lead and manage the finance team, motivating and developing them so that that they are clearly focused, competent, and work effectively and efficiently.**
- ✓ Lead by example to develop a positive challenging environment to enable productive collaboration within your team and across all directorates.
- ✓ **Oversee the performance and development of your line report/s, ensuring regular one-to-ones are held and providing support and direction, as well as giving open and honest feedback.**
- ✓ Our Four Corners are the values we uphold as a Foundation team. They describe how we go about our work, how we treat each other, and how our teammates and all those who interact with the Foundation can expect to be treated. The head of Finance has a responsibility to bring our Four Corners to life and call out respectfully when the standards and expectations are not being met.
- ✓ **Ensure workload and resources are managed appropriately for your area of responsibility, responding to business demands.**

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 your direct team/s and wider organisation, never forgetting that teamwork is at the heart of what we do.**
- ✓ Carry out duties and responsibilities of the post at all times in accordance with our policies and principles.
- ✓ **Ensure compliance with data protection in all matters.**
- ✓ Uphold our 'Four Corners' (our company values)
- ✓ **Demonstrate a commitment to the principles and values of equality, equity, diversity and inclusion.**



APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ **Professional accountancy qualification (e.g. ACA, ACCA, CIMA) with significant post-qualified financial and operational management experience**



EXPERIENCE AND EXPERTISE NEEDED FOR THE ROLE

- ✓ Proven experience at a senior level in a finance role with responsibility across the entire finance function, including hands on experience in delivering business partnering.
- ✓ **Significant experience of financial planning and analysis**
- ✓ Working effectively in partnership with a wide range of internal and external stakeholders.
- ✓ **Developing relationships with panel/committee members, auditors, and external advisors, and improving practice.**
- ✓ Supporting and developing the financial skills of non-finance managers.
- ✓ **Commercial or charity accounting including the preparation of statutory accounts, and preferably SORP compliance.**
- ✓ Leading an end-to-end external audit process.
- ✓ **Developing/improving and implementing financial procedures and controls.**
- ✓ Knowledge of the legislative, tax and regulatory framework of companies, ideally in the not-for-profit sector.



SKILLS AND ABILITIES NEEDED FOR THE ROLE

- ✓ Strong presentation and interpersonal skills with the ability to communicate and interpret complex issues at Board level, and to communicate and manage well at all levels of the organisation including experience of working with non-executives.
- ✓ **Planning and organisational skills, with the ability to prioritise a varied workload balancing important tasks with urgent demands.**
- ✓ Can demonstrate a 'can-do' attitude to delivering organisational change and improvement.
- ✓ **Professional, enthusiastic, and flexible, with a strong willingness to listen and learn, as well as to lead.**
- ✓ Strong leadership skills, including the ability to motivate and develop team members.
- ✓ **A star performer, who strives for excellence and is committed to self-development and supporting the growth of the organisation and requirements of the role.**
- ✓ Managing defined work processes, procedures, and resource allocation to deliver on time, on budget and to high quality standards.
- ✓ Identifying, assessing, and managing risks and making recommendations based on objective criteria.
- ✓ **Making tough but objective decisions, and then communicating these with diplomacy.**
- ✓ A passionate supporter, strong and visible passion and commitment to inspiring activity, the values of the Foundation and delivery of its strategic objectives.
- ✓ **Acting as a role-model, setting a positive example with the confidence to call out when the standards and expectations that you set for your team are not being met, or fair play is not supported.**
- ✓ A united team player, supporting your team to deliver the greatest impact wherever it's needed the most.
- ✓ **Proven ability to move between big picture and detail.**
- ✓ Strategic thinker who is proactive in identifying opportunities for improvements in business process, for both the organisation and within the finance function.
- ✓ **A commitment to the principles and values of equality, equity, diversity and inclusion.**



SALARY & BENEFITS

- **The salary band for this role is £71,000 to £75,000 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), **free healthcare provision, a monthly gym subsidy, death in service benefit** and **access to selected match tickets**.
- We are committed to helping our team maintain a healthy work-life balance, so offer **flexible working hours around core hours** to help achieve that.



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 teammates in your direct team about processes and practices.**



APPLICATION PROCESS



1. APPLICATION

To apply, please send the following to jobs@footballfoundation.org.uk

- **CV**
- **Cover letter** highlighting your motivation for applying and indicating how your skills and experience meet the criteria for the role (no more than one side of A4 please). **Please also include when you would be able to start if you were appointed into the role.**

Closing date for applications: midday, 24 June 2024

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:
5th and 9th July 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

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



For more information, please email:
jobs@footballfoundation.org.uk

