



**Job Title:** Finance Manager, Partick Thistle Football Club

**Location:** Glasgow, Scotland (Hybrid Working Available)

**Reports to:** CEO & Board of Directors

**Job Type:** Part-time – 3 days a week

**Salary:** £50,000 FTE (£30,000 for 3-day week)

## **Overview:**

The Finance Manager will work closely with the CEO & board of directors to provide accurate financial analysis and insights to support strategic decision-making.

The Finance Manager will be responsible for overseeing all aspects of the club's finances. They will play a crucial role overseeing financial systems and controls, reporting on our financial performance, and helping activate strategic plans.

We are also in the process of upgrading our existing systems and reporting – the successful candidate will have a key role to play in this.

## **Responsibilities:**

### **Financial Management:**

Maintain accurate financial records and ensure compliance with relevant accounting standards and regulations.

Provide financial reports, statements, and analyses to senior management and the board of directors.

Monitor and analyse financial performance; providing gross margin analysis on key revenue streams and identifying areas for improvement and cost-saving opportunities.

Implement and enforce financial policies and procedures to safeguard the club's assets.

Develop and manage the club's annual budget and financial forecasts.

### **Financial Planning and Analysis:**

Prepare and present financial reports, including profit and loss statements, balance sheets, and cash flow statements.

Conduct regular financial analysis to identify trends, risks, and opportunities for improvement.

Collaborate with key stakeholders to develop financial plans and budgets for their respective areas.

Provide financial insights and recommendations to support strategic decision-making.

**Working Capital Management:**

Implement effective cash management practices, including cash flow forecasting and optimising working capital.

Ensure sales invoices are issued on schedule and that payment terms are adhered to.

Manage supplier payments to ensure our partners are paid as scheduled.

Reconcile and manage our bank accounts and card payment systems weekly.

Coordinate with relevant stakeholders to ensure timely and accurate processing of financial transactions.

**Financial Compliance and Audit:**

Ensure compliance with all financial regulations, laws, and reporting requirements.

Coordinate and manage the annual financial audit process, working closely with external auditors.

Address audit findings and implement corrective actions as necessary.

**Person Specification:**

Experience in a similar finance role is required, with a professional accountancy qualification advantageous.

A self-starter who is confident about working on their own, and able to identify and resolve problems with minimal direction.

Experienced user of Xero and Excel, with exposure to Stripe and other card payment portals desirable.

Excellent analytical, problem-solving, and decision-making skills.

Strong attention to detail and accuracy.

Excellent communication and interpersonal skills.

Ability to work effectively under pressure and meet tight deadlines.

A passion for football and strong commitment to the success of Partick Thistle as well as an understanding of the sports industry desirable.