



Foundation



Foundation

Senior Finance and Governance Manager

(37.5 hours, Permanent)

Middlesbrough Football Club Foundation (MFCF) is the Club's independent charity of MFC established in 1996 by Club Chairperson, Steve Gibson. The Foundation uses the power of the MFC brand to engage with the community to provide opportunities for disadvantaged young people and adults to maximise their potential to achieve.

The Senior Finance and Governance Manager role will be an active member of the Senior Leadership Team, collaborating and working as a team to embed the *Together* strategy. As a Senior Leader the role requires a commitment to living and embedding the core values, engaging, and motivating teams to deliver embed the operations plan that underpins the strategy and commit to and support developing our culture through inclusive coaching, learning, development and empowerment with honesty and integrity.

DUTIES

- Leading and overseeing all financial management reporting on a monthly, quarterly, and annual basis including the management accounts, reports to Board and Funders. Also responsible for all technical accounting matters including payroll and expenses processing, supplier payments, HMRC payments, cash control, bank reconciliations and investment management.
- Ensuring that the Foundation budget remains on target as set by the Board and leading the annual budget development.
- Overall accountability for the Finance and Governance Team overseeing day-to-day line management including managing and delivering **inspiring** team and employee objectives and contributions to the *Together* strategy.
- Working *together* with the Head of Foundation and Deputy Head of Foundation to develop and drive financial strategy for *Together 2024-28* including managing and implementing internal processes, risk management plans and forecasting and financial policies, processes, and systems.
- Leading on the governance requirements through CCOP and Charity Commission alongside any other compliance and HR requirements supported by relevant Senior Leaders, Managers and Club employees to maintain quality, exemplary governance.

CANDIDATES MUST HAVE:

Essential

- Qualified ACA, ACCA, or CIMA accountant with extensive post qualification experience, and preferably a relevant degree in accounting, economics, finance, or related field.
- Exceptional knowledge and experience of charity accounting
- Evidence of undertaking management accounts, reporting financial and risk information to Board and developing and managing multiple financial policies, procedures, and controls.
- Experience of managing audits including financial accounting, accounts preparation and statutory reporting.
- Knowledge and experience of managing charity governance including Charity Commission requirements, developing, and implementing policies and procedures (including online systems)
- Ability to analyse, forecast and summarise complex financial information with excellent numerical skills. Demonstrating accuracy and attention to detail.
- Significant experience in people management with an ability to adapt management styles to meet individual needs.
- Demonstration of leadership and contribution to developing and embedding culture change and core values, with a positive, open, growth mindset

- Ability to communicate across multiple stakeholders and levels within an organisation, including managing up to Head of Foundation and Trustees and experience of communicating in written and verbal forms.
- Commitment to teamwork through collaboration with the ability to work independently with strong time management skills.

Desirable

- Evidence of managing a governing body governance code
- Knowledge of HR functions to support discussions with the Club's HR Team.
- Commitment to working occasional evening and weekends including match days for Middlesbrough FC Men and Women's teams.

TO APPLY

Please complete an **application** and **equality monitoring form (links below)**. The submission must include a **separate covering letter** (no CVs considered) and sent to recruitment@mfcfoundation.co.uk by Friday 14 June 2024.

Please use the links below:

[Application Form](#)

[Role Description](#)

[Equality Monitoring Form](#)

Closing date for applications: 14th June 2024
Interviews: First stage to take place w/c 24th June 2024
Second stage to take place 8th July 2024

If you want to learn more, please contact the Head of Foundation on 01642 757654 or recruitment@mfcfoundation.co.uk

Please note that this post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a basic or enhanced Disclosure & Barring Service (DBS) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

MFCF is also committed to the safeguarding of vulnerable groups