



**Job Pack**

**Finance Manager**

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.**

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



## Our Mission

### our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

## Our Values

### How we go about our work...

In all of our work we will be;

**B**old &  
**I**nnovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
**C**ommunity

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
**F**orward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

## Our Vision

### Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

**Job Title: Finance Manager**

**Salary: £34,705 - £38,262 (Subject to experience)**

**Hours: Full-Time - 37 hours p/w**

**Location: Blackpool FC Stadium**

**Reports To: Head of Operations**

**Closing Date: Friday 31st May 2024**

## Job Purpose

**Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.**

In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of. We're currently seeking a dynamic and experienced Finance Manager to join our team at Blackpool FC Community Trust. In this role, you'll be responsible for carrying out financial functions and monitoring the financial health and sustainability of the Trust while actively supporting the achievement of our strategic objectives.

As part of this role, you will develop and monitor departmental budgets, manage the audit process, liaise with external auditors, and ensure compliance with financial reporting standards and regulatory requirements. Additionally, you will prepare accurate and timely financial reports, forecasts, and analyses to support decision-making and strategic planning processes. Your financial insights and recommendations will inform strategic decision-making, enabling the Trust to identify opportunities for growth and improvement.

Join us in making a positive impact on the community and be part of an organisation dedicated to making a difference in the lives of others. Apply now to become the Finance Manager at Blackpool FC Community Trust.

## Main Roles and Responsibilities

**Responsible for effective management of all aspects of Blackpool FC Community Trust (BFCCT) finances, collaborating closely with the Senior Leadership Team, and other budget holders.**

### Financial Management & Reporting

- Manage and record financial transactions and processes for bank, purchase ledger, sales ledger, payroll and petty cash.
- Develop and maintain a cash flow forecast.
- Preparation of Quarterly Management Accounts and full-year financial forecast.
- Work with and support the CEO and Senior Leadership Team to prepare the annual budget.
- Facilitate the year-end audit and preparation of the annual Trustees Report & Accounts.
- Preparation of financial reports for the Board of Trustees.

### Project Funding

- Evaluate and support the submission of grant funding applications.
- Support the reporting of project spending to external funders.
- Maintain records of all funding documents ensuring compliance with all financial requirements.

### Other

- Lead the continued development and maintenance of finance policies and procedures.
- Update and maintain BFCCT's details with the Charity Commission and Companies House.
- Maintain a profound understanding of good governance principles related to charity finance.

# Person Specification

Qualifications	Essential	Desirable
A degree in Finance, Accounting, or a related field.	○	
Professional qualification (e.g., ACCA, CIMA)	○	

Knowledge	Essential	Desirable
In-depth understanding of charity finance governance principles.	○	
Familiarity with financial regulations and compliance requirements.	○	

Skills & Experience	Essential	Desirable
Working in a similar position within a CCO or the charity sector.		○
Strong analytical and problem-solving skills.	○	
Effective management of multiple simultaneous tasks and responsibilities.	○	
Proficient in financial management software and Microsoft Office Suite.	○	
High level of accuracy in financial data input and reconciliation tasks.	○	
Excellent communication and interpersonal skills.	○	
Proven experience in a finance management role, preferably within the non-profit or charitable sector.		○
Demonstrable experience in financial planning, budgeting, and reporting.	○	
Track record of successfully managing audits and Charity Commission submissions.		○
Experience in leading the enrolment of staff onto payroll and managing relationships with payroll administration.		○

Behaviour	Essential	Desirable
Communicates financial information clearly and concisely to a diverse audience, including the Board of Trustees and external partners.	○	
Maintains transparency in financial processes, fostering a culture of openness and trust.	○	
Ability to work effectively with the Senior Leadership Team.	○	
Ability to collaborate with stakeholders, including Board of Trustees and external funding partners.	○	
Ability to contribute to the achievement of strategic objectives through financial management.		○
Experience in policy and procedure development, specifically in the finance domain.	○	
Ability to evaluate new project submissions, ensuring alignment with financial policies and procedures.	○	

## Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Use of a work laptop
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- Increased annual leave after 5 and 10 years of service
- Our Employee Assistance Programme

## Important Information

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email [selina.hayes@bfct.co.uk](mailto:selina.hayes@bfct.co.uk).

[www.bfcct.co.uk](http://www.bfcct.co.uk)