

Yorkshire County Cricket Club – Job Description

Job Title: Financial Controller	Date: June 2022
Line Manager: Finance Director	Status: Permanent, Full Time

Job Purpose:

- To ensure the effective administration of day to day running of the finance department of Yorkshire Cricket, overseeing all financial processes for the Yorkshire County Cricket Club (YCCC), Yorkshire Cricket Foundation (YCF) and Yorkshire Cricket Board (YCB) and playing a key part of the change and evolution of Yorkshire Cricket.

Key Accountabilities:

- Responsibility for production of monthly management accounts for all entities within Yorkshire Cricket, including commentary on significant variances and balance sheet reconciliations.
- Involvement in production of annual budgets and periodic reforecasts.
- Cashflow forecasting
- Leading on the production of annual accounts and liaising with auditors.
- Management of outsourced payroll process and P11d production.
- Financial returns to external funders and organisations.
- Line management of a small accounts team.
- Other duties to assist the Finance Director.

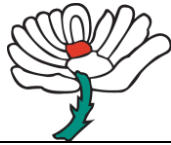
Key relationships:

- All colleagues across Yorkshire Cricket
- Third party payroll providers
- External auditors
- England and Wales Cricket Board

Person Specification

Essential

- Production of management accounts and understanding the requirements of the annual audit.
- Production of annual statutory accounts.
- Understands the need to manage trade debtors and creditors and impact on cashflow
- Experience of payroll management



- Strong excel skills.
- Excellent organisation and time management skills.
- Ability to work under own initiative.
- Confidence and willingness to develop relationships with key stakeholders.
- Openness to change and ability to see change through where necessary.

Desirable

- Use of Sage 200 and Xero
- Experience of the business side of professional sport
- Charity accounting experience
- Accountancy qualification (ACA/ACCA/CIMA), either newly qualified or part qualified with significant relevant experience.

Personal Attributes, Aptitudes and Abilities

- A commitment to equal opportunities and working towards equality standards
- Flexibility to work extended hours should they be required by the role.
- Excellent communication and inter-personal skills, both written and verbal.
- A positive attitude with initiative, focus and drive.
- Patience with an orderly approach to problem solving.
- Ability to work independently and effectively under pressure.
- Ability to work within a team and both individual to contribute to the overall success of the department.
- Interact effectively with all departments and personnel at the Club and other branches of Yorkshire Cricket.
- Contribute positively at all times to a pleasant and friendly atmosphere throughout the communities and places you will work in.
- Commitment to work to the Club's standards and within formalised rules, regulations, policies and procedures.

Location and Key Conditions

- Based at Headingley Stadium in Leeds in offices overlooking the pitch.
- Salary dependent on experience.
- Employer pension contributions.
- Health care following completion of probationary period.
- 25 days annual leave increasing with service plus bank holidays.
- Complimentary membership of Yorkshire County Cricket Club.
- Hybrid working considered in due course once understanding of the role developed.