



Job Description

TITLE: Head of Finance – Bristol Bears Rugby
DEPARTMENT: Finance
REPORTS TO: Chief Financial Officer - Finance
REPORTEES: Accountant

Ashton Gate Stadium is a unique sports and entertainment business with the core aim of providing integral support services to ensure the sustainability of Stephen Lansdown's sporting group of companies which includes Bristol Sport, Bristol City, Bristol Bears, Bristol Flyers Basketball and each of their respective community charities.

JOB PURPOSE

Head of Finance for Bristol Bears Rugby Club and part of Centralised Finance team.

KEY OBJECTIVES

- Finance Business Partner for Bristol Bears
- Manage the budget, long-term financial plan and reforecast processes
- Manage cash flow requirements
- Manage the salary cap process
- Responsible for accuracy of month-end accounting and reporting
- Management of Bristol Bears Financial Accountant
- Manage audit and tax compliance

KEY RESPONSIBILITIES (KPIs)

- Finance Business Partner for Bristol Bears - provide high quality advice, challenge and support to internal decision makers e.g. business case analysis and costing analysis
- Responsible for Finance for Men's team, Women's team and Academy.
- Manage the budget, long-term financial plan and reforecast processes
- Produce cash flow forecasts and communicate with Group company on funding requirements
- Manage the salary cap process with the PRL and ensure all reporting is accurate and within deadlines
- Management of Bristol Bears Financial Accountant
- Overseeing and responsible for accuracy of month-end reporting, balance sheet reconciliations, intercompany accounting, accounts payable and payroll



- Ensure monthly management accounting meetings are held with all budget holders
- To liaise with the auditors to ensure all statutory and reporting timelines are met
- Manage tax compliance
- To support the Group Chief Financial Officer with ad hoc tasks as required
- To support the Group Chief Executive Officer with finance & operational issues
- Working closely with the Director of Rugby to ensure salary cap compliance

KEY RELATIONSHIPS

- Bristol Bears Rugby Club – CEO, Director of Rugby, Department Heads
- Finance Team – Group CFO, direct report, peers
- Pula Group

Essential Skills

Qualified Accountant – ACA, ACCA or CIMA qualification

3 years+ post-qualified experience

Strong inter-personal skills

Desirable Skills

Experience working in Sport

A passion for the Sporting Industry

Benefits

Pension – 4% contribution from the employer as long as matched by the employee

Death in Service – employer pays 3 x annual salary to whomever employee nominates

Perkpal – Discounts on local shops, restaurants, all the supermarkets, coffee's etc

Cycle to work Scheme

Season Tickets & Hospitality package

H&S

Responsible for ensuring all health and safety procedures are followed at all times, with relevant paperwork to support.

To ensure all employees complete their trained required to do their job

Report all incidents and accidents as required.

To report any hazards detected.

To complete and review the risk assessments for the department

Equal Opportunities

We are committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.



Safeguarding

Ashton Gate Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment.

Salary: up to £50,000 per annum, dependant on experience

Please note, this role will be employed by Ashton Gate Limited.

