



Job Outline

Post:	<i>Financial Accountant</i>
Services:	<i>Finance</i>
Responsible To:	<i>Chief Operating Officer</i>
Staff Responsibility:	<i>Finance team</i>
Employed By:	<i>St Mirren Football Club Limited</i>
Hours of Work	<i>15-20 per week with scope for additional hours by mutual agreement</i>
Salary:	<i>£40,000 per annum (pro rata)</i>
Location:	<i>A Hybrid mix of Office and Home working by mutual agreement</i>

Benefits:

Pension, holidays (dependent on contractual hours agreed), free parking and Season Ticket

Who are we?

St Mirren Football Club Limited is one of Scotland's oldest Premiership Football Clubs having been established in 1877. The club has enjoyed considerable success during its history and has a proud tradition as one of Scotland's premier, provincial clubs.

What is the Job Function?

We are looking to appoint an experienced, committed and qualified accountant to play a key role in managing the club's finances as efficiently and effectively as possible. As Financial Accountant you will report directly to the Chief Operating Officer (COO) and you will be responsible for overseeing St Mirren's financial stability and growth; providing strategic and financial guidance to ensure that the company's financial commitments are met; and developing all necessary policies and procedures to ensure the sound financial management and control of the company's business. You will also be required to assist the COO operationally as required.

Main Duties:

- Develop appropriate financial management processes to support strategic business planning, risk management and prudent financial control



- Support budget-holders with relevant and responsive financial systems and procedures, budget preparation, monitoring variations against budget, highlighting risks, and variances.
- Lead the finance team to ensure that they are appropriately motivated and developed, enabling them to carry out their responsibilities to the required standard
- Contribute to the achievement of the Club's business objectives by providing advice and guidance on financial strategy
- Develop and control the company's annual operating budget to ensure that all financial targets are met, and financial and statutory regulations complied with
- Provide financial advice and guidance to the company's Chief Operating Officer and staff to enable them to achieve their objectives
- Oversee the preparation of the company's financial accounts to ensure that these are presented accurately and on time
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company
- Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company
- Carry out all necessary actions to ensure that the company meets its financial and legal obligations
- Prepare management accounting and budget information to management, the Finance Committee and the Board
- Act as contact with auditors, tax bodies and other applicable external regulators
- Continuously review systems to optimise business efficiency, including management of finance, resources and support services
- Prepare monthly management accounts for budget-holders, the Senior Management Team and Finance & Audit Committee
- Prepare Board and Committee meeting papers
- Report to the Board monthly on the current financial position and emerging issues for the future
- Ensure compliance with tax and VAT requirements
- Manage cash flow including Debtor collection

Person Specification:

- Extensive senior level accountancy experience
- Professional Accountancy Qualification (CA/ACCA/ACA/CIMA)
- Experience of Sage accounting software would be an advantage
- Commercially focused, technically strong, insightful and inspiring, with the ability to operate at both strategic and operational levels
- Proven experience of challenging, coaching and developing others
- Excellent interpersonal skills, being able to build effective relationships at all levels
- Clear evidence of a customer centric approach, whether internal or external, as a key driver in achievement of results



Notes:

1. This job outline reflects the main tasks and responsibilities discharged by the post holder at the present time, however, the Club reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.
2. Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with the company's stated policy on equal opportunities.
3. Appointments will be subject to a **three-month probationary period**.
4. This appointment will be part of the Senior Management Team, however it will not be an official Board appointment.

To apply please email your CV with a cover letter to Keith Lasley, Chief Operating Officer – keith.lasley@stmirren.com by the closing date of Friday 3rd February 2023 at 5pm