

Job Title	Management Accountant	Department	Finance
Reports To	Head of Finance	No Direct Reports	0-2
Job Purpose			
<u>Knowledge Skills and Experiences</u> Knowledge - Fully qualified accountant (CIMA/ACCA/ACA) or qualified by experience. - Advanced Microsoft Office Skills (Excel in particular) - PowerBI experience (advantageous) - Proficiency with accounting and payroll systems (Xero, advantageous). Skills - Excellent communication skills both written and verbal. - Strong communicator with a proactive and collaborative approach. - Adaptable and capable of managing a varied workload. - Able to work autonomously. - Able to work as a member of a team and a team leader. Experience - Demonstrable experience in management accounting, payroll		<u>Key Role Requirements</u> - Prepare monthly management accounts, including P&L, balance sheet reconciliations, variance analysis, and cash-flow reporting. - Lead on the Preparation of the EFL SCMP Submissions, and EFL Returns. - Approving/Reviewing work of Accounts/Finance Assistant (where appt). - Submission/ Creation of VAT Returns and HMRC returns. - Support budgeting and reforecasting activities during the contract period. - Lead financial reviews with budget holders. - Maintain and reconcile general ledger accounts to ensure accuracy and compliance with accounting standards. - Produce financial reports and insights for senior leadership. - Primary point of contact for Auditors/ Tax Advisors.	<u>Outputs</u> - The role predominantly focuses on PAFC and PAWFC. There will be a requirement to support PAFITCT and ACT. - Accurate production of management accounts within the desired timeframes (7 working days to complete month-end). - Holding monthly management account reviews with Budget Holders (and wider, if required). - Completion of VAT Returns on time. - Cashflow forecasts on a weekly basis. - Supplier Payment Run. - Debtor Chasing. - EFL Submission Compliance. <u>Interactions</u> - Head of Finance/ Finance/ Trust. - Staff across all departments of Plymouth Argyle Football Club, in a wide range of roles. - Third-party suppliers and service providers.

administration, and routine finance operations. • Strong understanding of financial controls, payroll legislation, and accounting best practice. • Proficiency with accounting and payroll systems (Xero, PeopleFirst, and Hubdoc). • Advanced Excel skills including pivot tables and lookups. • Ability to use PowerBI • Excellent attention to detail, analytical skills, and ability to meet deadlines. • Demonstrated commitment to learning and professional development.	• Assist with year-end audit preparation and respond to audit queries. • Maintain and enhance financial controls and process efficiencies. • Support/manage the end-to-end payroll process, ensuring accurate and timely pay for all employees. • Perform/review weekly and monthly creditor (supplier) payment runs, ensuring accuracy and adherence to payment terms. • Prepare initial bank entries and maintain accurate bank transaction records for reconciliation. • Assist with general accounts payable and accounts receivable tasks as required. • Support cash-flow monitoring through timely updates and reconciliations. <u>Budgetary Responsibility</u> N/A	
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Job Advert

Management Accountant

Department: Finance

Reporting to: Head of Finance

Location: Home Park, with Hybrid Arrangements.

Salary: Competitive.

Contract: Permanent

Hours: 35 Hours

Closing date: 30th October (will close earlier, should the vacancy be filled).

The opportunity

Plymouth Argyle Football Club (PAFC) is looking for a proactive **Management Accountant** to join its Finance team.

This is a varied role with responsibility for producing timely and accurate management information, strengthening financial controls, supporting budget holders and overseeing key operational finance activities. The successful candidate will play a central part in monthly reporting, budgeting, forecasting, payroll, statutory returns and football-related financial compliance.

The role will predominantly support PAFC and Plymouth Argyle Women's Football Club (PAWFC), with additional support provided to Plymouth Argyle Football in The Community Trust where required.

Key responsibilities

You will:

- Prepare monthly management accounts, including profit and loss reporting, balance sheet reconciliations, variance analysis and cash-flow reporting.
- Own and complete the month-end process within the required timetable.
- Produce reports and financial insights for senior leadership.
- Support annual budgeting and periodic reforecasting.
- Lead monthly financial reviews with budget holders.

- Maintain and reconcile general ledger accounts, ensuring accuracy and compliance with accounting standards.
- Prepare and submit VAT returns and other HMRC returns.
- Act as the primary finance contact for auditors and tax advisers.
- Support year-end audit preparation and respond to audit queries.
- Maintain and improve financial controls, processes and operational efficiency.
- Own the end-to-end payroll process, ensuring employees are paid accurately and on time.
- Review and approve work undertaken by the wider team, while supporting their ongoing development.
- Complete weekly and monthly supplier payment runs in accordance with agreed payment terms.
- Prepare initial bank entries and maintain accurate transaction records for reconciliation.
- Lead on accounts payable, accounts receivable, debtor management and cash-flow monitoring as required.
- Maintain weekly cash-flow forecasts.

About you

We are looking for someone who can combine strong technical accounting knowledge with a practical, collaborative approach.

You will ideally have:

- A recognised accountancy qualification, such as CIMA, ACCA or ACA, or substantial relevant experience.
- Demonstrable experience in management accounting, payroll administration and day-to-day finance operations.
- A strong understanding of financial controls, payroll legislation and accounting best practice.
- Advanced Microsoft Excel skills, including pivot tables and lookup functions.
- Experience of accounting and payroll systems. Knowledge of Xero and PeopleFirst would be particularly useful.
- Power BI experience, or the ability to use Power BI, which would be advantageous.

- Excellent written and verbal communication skills.
- Strong analytical ability and exceptional attention to detail.
- The ability to manage a varied workload, work autonomously and meet demanding deadlines.
- A proactive and collaborative working style.
- The ability to contribute as both a team member and a team leader.
- A genuine commitment to learning and continued professional development.

What success looks like

Success in this role will include:

- Accurate management accounts delivered within the agreed timetable.
- Effective monthly management-account reviews with budget holders.
- VAT and HMRC returns completed accurately and on time.
- Reliable weekly cash-flow forecasts.
- Accurate and timely supplier payment runs.
- Effective debtor follow-up.
- Full compliance with relevant EFL submission requirements.
- Well-controlled, efficient and continually improving finance processes.

Working relationships

You will work closely with:

- The Head of Finance and the Finance Team.

- Colleagues and budget holders across all areas of Plymouth Argyle Football Club.
- External auditors, tax advisers, suppliers and other service providers.

How to apply

Please submit your CV and a covering letter explaining how your experience meets the requirements of the role to hr@paafc.co.uk by 30^h October.

Plymouth Argyle Football Club is committed to providing an inclusive recruitment process and welcomes applications from suitably qualified candidates.

Should you be successful in the initial sift, you will be invited to an interview.