



Job Description

Chief Financial Officer

Department	Finance
Location:	St James Park & The Cliff Hill Training Ground, Exeter
Contract Type:	Part-time, permanent
Reports to:	Chief Executive Officer
Core Team Relationships:	Management Accountant, Finance Assistant, Executive Team

As an integral part of our dynamic team, you will play a crucial role in upholding our organization's commitment to sustainability. Regardless of your specific role in marketing, HR, procurement, or any other department, we expect all employees to actively embrace and adhere to our sustainability policies. Your dedication to environmentally conscious practices, resource efficiency, and ethical considerations will contribute to our collective efforts in fostering a responsible and sustainable workplace. We believe that each team member, regardless of their functional area, plays a vital role in promoting and implementing sustainable practices that align with our organizational values.

Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.

Main Purpose:



Exeter City Football Club is a unique club and proud of its Supporters Trust Ownership model. As a Club we have a rich history and a special place in the heart of the community with our Trust ownership reflected in our commitment to balancing on-field success with long-term sustainability and placing fan and community engagement at the core of our operations. We have a remarkable track record of nurturing talent through our Academy, promoting players to the first team, and maximising their performance.

As we strive to achieve our vision of being an 'outstanding community-owned club, playing football at the highest sustainable level' we are seeking an experienced, commercially minded, growth orientated Finance leader to oversee the club's finances and support our ongoing efforts to improve every aspect of the running of the Club.



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THE TRUST

We Own Our Football Club



Role Summary

The key responsibilities of this role are:

Financial Management:

- Develop and implement financial strategies, policies, and procedures that align with the club's commitment to measured growth, long-term sustainability and community ownership.
- Oversee the club's financial operations, including budgeting, forecasting, financial reporting, and cash flow management, ensuring compliance with the Trust/Club Agreement and regulatory requirements, including the parameters of UEFA Financial Fair Play and EFL reporting requirements.
- Monitor financial performance, identify areas for improvement, and provide strategic recommendations to enhance the club's financial stability and growth.
- Collaborate with internal stakeholders to develop and implement effective financial controls, processes, and systems.
- Oversee completion of Tax Computations, VAT computations, HMRC year end reporting and all audit processes.
- Working closely with the operations team to optimise the Club's day-to-day operations, focusing on efficiency, cost-effectiveness.

Financial Planning and Analysis:

- Provide strategic financial planning and analysis, including budgeting, forecasting, and scenario planning, aligned with the club's long-term vision and commitment to sustainable growth.
- Conduct comprehensive financial reviews and analysis, identifying trends, risks, and opportunities to support decision-making and enhance financial performance.
- Working closely with our commercial team, evaluate revenue streams, sponsorship agreements, and commercial partnerships, ensuring they align with the club's philosophy and contribute to financial viability.
- Support the development of robust business cases for major capital projects (such as our Stadium Innovation Plan) and considering their financial implications and aligning them with the club's vision and values.

Stakeholder Management:

- Foster positive relationships and open communication with internal and external stakeholders, including the Supporters' Trust (notably the Trust's 'Finance & Governance Committee), Club Board members, the club's leadership team and our wider team of employees and volunteers.
- Continue to build on the Club & Trust's commitment to provide transparency to our supporters and Trust members by providing a comprehensive review of our financial wellbeing each season. Engage with the Supporters' Trust members, supporters, and community to ensure their perspectives are considered in financial and operational decision-making.
- Collaborate with external stakeholders such as financial institutions, auditors, and footballing bodies to ensure compliance and maintain strong partnerships.

Team Leadership:

- Lead, motivate and develop a high-performing finance team, fostering a culture of excellence, collaboration, and a shared commitment to the club's vision and values.
- Set clear performance expectations, provide coaching and feedback, and support the professional growth of team members. Ensure the finance team is cross functional and collaborative to maximise knowledge and financial performance across the football club.
- Drive continuous improvement initiatives, supporting the development of first-class capabilities in people, fostering pride in all aspects of the Club.
- Promote a positive and inclusive work environment that recognises and celebrates the unique strengths and contributions of individuals.

This job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs.

Qualifications/Experience/Knowledge required: Please see person specification.

