



Person Specification

Qualifications	Essential (E)	Desirable (D)
Bachelor's degree in finance, accounting, business administration, or a related field as well as Professional certification such as ACA, ACCA or equivalent is highly desirable.	E	
Skills/Competencies	Essential (E)	Desirable (D)
Excellent leadership and managerial skills.	E	
Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels.		
Excellent communication and interpersonal skills with the ability to effectively engage with stakeholders at all levels including the Club Board, the Supporters' Trust, supporters and the wider community.	E	
Excellent time management skills.	E	
Exceptional analytical and problem-solving abilities, with the capacity to provide strategic financial guidance and drive operational improvements.	E	
Proficient in using accounting software, specifically Xero, to manage financial processes, streamline workflows, and generate accurate financial reports.	E	
Experience in capital raising would be advantageous as the club embarks on its next stage of growth.		D
Knowledge & Experience	Essential (E)	Desirable (D)
Proven experience (at least 8-10 years) in financial management and operations, preferably within the sports or wider events and hospitality industry, or community-owned organizations.	E	
A growth mindset, with proven experience of having a positive impact on commercial success.	E	
Detailed knowledge of financial planning, budgeting, and analysis, with a track record of delivering viable financial performance and driving sustainable growth.	E	
Demonstrated experience in implementing operational efficiencies, managing facilities, and optimising resource allocation.	E	
Track record of building and leading high-performing teams. High integrity and openness combined with a commitment to good governance.	E	





Understanding and recognition of the principles of equality and diversity.	E	
Knowledge of Exeter City Football Club.		D
Personal Qualities	Essential (E)	Desirable (D)
Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success	E	
A resilient & adaptable individual.	E	
An innovative problem solver.	E	
Show integrity and honesty.	E	
Commitment to the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.	E	
To demonstrate and promote good practice in line with the Company ethos and policy.	E	
Applicants must be eligible to live and work in the UK.	E	



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