

Internal & External Job Advertisement

Finance Assistant

As an integral part of our dynamic team, you will play a crucial role in upholding our organisation's commitment to sustainability. Regardless of your specific role in Finance 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.



We are seeking a motivated and detail-oriented Finance Assistant to join our finance team on a full-time, 40 hour per week basis. This is an exciting opportunity for someone looking to develop their finance career within a supportive environment. whether you're already experienced in a similar role or looking to take your next step in finance, we'd love to hear from you!

Who are we?

Exeter City Football Club is a special club with over 20 years of Supporters' Trust ownership something we are very proud of. Our ownership model places our supporters and community engagement at the forefront of everything we do and we are proud to have a special place in the heart of the community. Trust ownership is reflected in our commitment to balancing on-field success with long-term sustainability and we have a remarkable track record of nurturing talent through our Academy, promoting players to the first team, and maximising their performance. In addition to the success of our Academy and men's team Exeter City Women successfully transitioned into being fully managed by the Club in 2024 and were promoted to the third tier of women's football in the FA Women's National League Southern Premier Division in 2024.

Culture

We recognise the advantages of having a diverse workforce with a broad range of skills, diversity of experiences and perspectives and we embrace the creativity and innovation this brings. We pride ourselves on having an inclusive culture and a workplace that brings opportunity, development and growth. We embrace a culture of accountability where we set clear expectations and goals, open lines of communication and strong leadership.

Role

As a Finance Assistant, you will play a key role in ensuring the smooth operation of our financial processes. You will assist with day-to-day financial transactions, help maintain accurate records, and contribute to the preparation of key accounts and reports.

Day to day tasks will include processing invoices, payments, purchase orders and receipts efficiently and accurately. Performing regular reconciliation of bank statements and supplier accounts, maintaining financial records, managing the accounts payable and receivable functions and ensuring compliance with organisational and statutory requirements.

Please refer to our website for the full job description and person specification.

If you wish to apply for this position please follow the link and apply via our HR platform, People HR: <https://ecfc.peoplehr.net/Pages/JobBoard/Opening.aspx?v=8558b891-3dd7-4503-a70b-327c23183f3f>

Only completed applications that are submitted via People HR will be accepted. Any applications after the closing date will not be accepted.

The closing date is: Friday 7th November 2025

Interview date: To be confirmed

All candidates will require a DBS Check and must be able to prove their eligibility to work within the UK.

ECFC is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.



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Job Description

Finance Assistant

Department	Finance
Location:	St James Park, Exeter
Contract Type:	Full-time, permanent
Reports to	Financial Controller

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Main Purpose:



As Finance Assistant you will play a critical part of our finance team by ensuring the smooth operation of our financial processes. You will assist with day-to-day financial transactions, help maintain accurate records and contribute to the preparation of key accounts and reports.

In the role of Finance Assistant, you will report into the Financial Controller and use your experience and skills to communicate and liaise effectively with colleagues internally and external parties as a key point of contact for suppliers and contractors.

It is critical you have a keen eye for detail as accuracy is crucial and you must be able to multitask and adhere to confidentiality as appropriate to the post and to work within EFL, Club and statutory guidelines and regulations.

Role Summary

The key responsibilities of this role are:

Key Responsibilities:

1. Transactional Processing:

- Assist with Processing invoices, payments, and purchase orders accurately and on time.
- Reconcile supplier statements and address any discrepancies.
- Support with ticket sale payments.
- Manage all player relocation expenses ensuring they are completed, signed off and paid appropriately.
- Review and process any EFL returns/payments.
- Manage any payments surrounding loan players.

2. Bank Reconciliation:

- Perform daily bank reconciliations to ensure account accuracy.
- Investigate and resolve any reconciling items promptly.

3. Ledger Maintenance:

- Maintain and update ledger entries, ensuring all transactions are accurately recorded.
- Manage the accounts payable and accounts receivable functions.

4. Financial Reporting:

- Support the Management Accountant preparing management information and reports.
- Assist with reporting tasks during month-end and year-end processes.
- Chase outstanding invoices ensuring debt recovery.

5. Cash:

- Preparing floats
- Counting cash post-match
- Ensure daily cash and debtor targets are met
- Entering banking transaction information into the accounting software

6. Ad Hoc Support:

- Process BACS payments as authorised.
- Prepare and issue annual P11D's and be the point of contact for any queries relating to them.
- Complete any National Statistic reports and ensure they are submitted on time
- Assist with VAT payments.
- Propose changes for any finance process and procedures
- Help in the preparation of budgets and forecasts.
- Undertake any other tasks or projects as required by the Finance department.

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.



Person Specification

Qualifications	Essential (E)	Desirable (D)
AAT qualified or studying towards finance qualifications.	E	
Skills/Competencies	Essential (E)	Desirable (D)
Excellent numerical and analytical skills.	E	
Organised, detail-oriented, and able to work to deadlines.	E	
Ability to adapt to change and show resilience under pressure.	E	
Strong organisational skills with the ability to prioritise tasks and meet deadlines in a fast-paced environment.	E	
Excellent written and verbal communication skills.	E	
Knowledge & Experience	Essential (E)	Desirable (D)
Proficiency in financial systems, reporting tools, and MS Excel.	E	
A strong academic background in Finance, Accountancy, or related field	E	
Cash handling experience	E	
Previous experience working in a similar role.	E	
Knowledge of management accounting principles and practices.		D
Experience within a sport industry.		D
Knowledge of Xero	E	

Personal Qualities	Essential (E)	Desirable (D)
Enthusiastic, proactive, and capable of working to tight deadlines.	E	
Strong team player with a proactive attitude.	E	
Ability to work independently and as part of a small, dedicated team.	E	
A keen interest in football and a good understanding of the game, particularly the EFL.		D
Commitment to professional development and learning new tools or techniques.		D
Ability to demonstrate and promote good practice in line with the company ethos	E	
Understanding and recognition of the principles of equality and diversity.	E	
Commitment to seek to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in Club activities.	E	



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Company Goals



High Performance Football

We continue to work hard to be the best team in Exeter City's history and continue to invest in our first team playing budget. Striving to create the best possible environment for high performance football through our coaching, training facilities, pitches, nutrition, medical, recruitment and analysis. Our youth development & academy football remains at the heart of our model and we continue to build and refine what our Academy delivers and aim to achieve cat 2 status.

Focus on Growth

We build on the great work done by our media and comms team and opportunities to attract new audiences. We have ambitious plans to increase revenue as we focus on opportunities for growth in retail and merchandising and we continue to look after and value our local sponsors and partners whilst expanding our commercial horizons by putting more emphasis on what makes us as a club unique & special. We utilise our facilities more often to increase non match day revenues and improve 'yield' by providing better systems, facilities and raising capacity at SJP.

One Team

We build a trusting, collaborative environment where everyone feels valued and understands their contribution to the Clubs success through clear objectives and measures of performance. We continue to review our methods of communication listening as well as sharing more effectively. We are a Real Living Wage employer, have a transparent bonus programme for employees that's linked to performance and development opportunities for all. We are committed to continuing to review resources where appropriate and affordable ensuring investment in new talent to drive growth and invest in an apprenticeship and internship programme.

Financial Sustainability

We set & maintain high standards in everything we do and ensure financial sustainability in line with a growth mindset. We work to be more prepared in investment in our future and have more robust financial planning and financial controls across the Club. We reduce reliance on transfer fees and increase our ability to invest in major capex projects not being afraid to invest where necessary to protect the Club & limit unnecessary risks.

Outstanding Supporter & Community Engagement

We continue to invest in the facilities at SJP and do all we can to make ECFC the most inclusive club in the EFL in partnership with ECCT. We continue to invest in women's football and help to grow the game and its profile amongst our supporters. In partnership with the Trust, we strive to be the preeminent supporter owned club in the country and endeavour to achieve EFL 'green club' status.



Employee Benefits

As a Club it is important to us to provide a competitive employee benefits package as we understand this plays an important role in supporting our team.

Benefit packages vary from one organisation to the next, however our central theme is to help improve the wellbeing of staff and demonstrate that we are willing to offer above and beyond the minimum requirements to foster a positive working relationship.

We hope our benefits package can play a significant role when it comes to recruitment and retention and we have set out the Company's employee benefits to provide transparency and equality to all employees.

We will continue to review our remuneration package to ensure it is considered attractive and competitive.

We offer:

- Hybrid working, with flexible working pattern (dependant on role)
- Annual pay review process in line with objectives and performance
- Annual discretionary company bonus
- Company sick pay 5 days full pay based on a rolling year
- Income protection plan
- Birthday day off
- Enhanced annual leave
- Cycle Scheme
- Employee Assistance Programme
- Mediacash
- Employee discounts (internally and external businesses)
- Free on-site parking



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