

Internal & External Job Advertisement

Management Accountant

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 looking for a talented and ambitious Management Accountant to join our Finance Department on a full-time, 40 hour per week basis. This critical role will see you take ownership of preparing financial reports, analysing key metrics, and supporting the business with insights to enable informed decision-making.

As a Management Accountant, you will work closely with department heads across the Club, providing guidance on budgets and forecasts and ensuring financial processes comply with regulations and standards. If you're proactive, analytical, and passionate about driving financial performance in an organisation, 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 an experienced and proactive Management Accountant you will join the finance team on a full-time basis and report into our Financial Controller. As a Management Accountant, you will play a crucial role in providing financial insights, producing management reports, and supporting strategic decision-making. In this role you will have direct involvement in budgeting, forecasting, and performance analysis and your expertise will drive meaningful improvements across our financial processes and business operations.

As Management Accountant you will be responsible for preparing and analysing monthly, quarterly and annual management accounts, including variance analysis and reconciliation. Assist with creating detailed budgets and forecasts, collaborating with key stakeholders across the business and delivering accurate and timely financial reports to support business strategies.

You will monitor financial performance, ensuring cost control and identifying opportunities for efficiency improvements. Develop and maintain financial models to support decision-making and ensure adherence to relevant financial regulations, internal policies, and reporting standards. Assist in external and internal audits will also form part of this role and ensuring compliance and accuracy.

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=e3207477-f2a9-4e3c-9e7f-fdabe0cda2b3>

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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THE TRUST

We Own Our Football Club

Job Description

Management Accountant

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

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 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.

Main Purpose:



As Management Accountant you will be a proactive and detail-oriented professional and play a crucial role in providing financial insights, producing management reports, and supporting strategic decision-making.

You will have direct involvement in budgeting, forecasting, and performance analysis, and your expertise will drive meaningful improvements across our financial processes and business operations.

You will use your strong analytical skills and have the ability to interpret complex financial data and share these insights with budget holders, issuing instruction on actions required in line with financial data.

Role Summary

The key responsibilities of this role are:

Key Responsibilities:

1. **Management Accounts Preparation:**
 - Prepare monthly, quarterly, and annual management accounts to provide insights into financial performance.
 - Perform variance analysis to explain deviations from budgets or forecasts.
2. **Financial Reporting & Analysis:**
 - Draft and deliver financial reports to senior management and key stakeholders on time.
 - Analyse key financial metrics and identify trends to support strategic decisions.
 - Ensure compliance with accounting standards and regulations while delivering financial results with enthusiasm and clarity to the leadership team and stakeholders.
3. **Budgeting & Forecasting:**
 - Assist in developing the annual budgeting process through collaboration with departmental heads.
 - Conduct rolling forecasts to project financial outcomes throughout the fiscal year.
 - Actively monitor financial performance against budget and forecast, proposing innovative solutions for improvement.
4. **Cost Control:**
 - Monitor operational budgets, cost centres, and projects to ensure expenditure is within limits.
 - Actively identify areas for cost reduction and efficiency improvements with a proactive and dynamic approach.
5. **Compliance & Internal Controls:**
 - Actively ensure compliance with all financial and tax regulations, including those specific to professional sports organisations.
 - Actively identify and manage financial risks that could impact the club's financial stability, offering dynamic and forward-thinking risk mitigation strategies.
 - Ensure compliance with the Club Trust Agreement.
 - Ensure adherence to financial regulations, accounting standards, and organisational policies.
 - Support audits by preparing required documentation and liaising with auditors when needed.
6. **Support the Financial Controller**
 - Actively collaborate with the Financial Controller to develop financial strategies that support the club's long-term objectives, infusing creativity and dynamism into the financial planning process.
 - Actively provide financial insights with enthusiasm and innovation to guide investment decisions and revenue generation opportunities.
 - Work closely with the Financial Controller on financial planning, analysis, and decision-making.
 - Actively assist in the preparation of financial presentations for board meetings and other key stakeholders.
 - Actively collaborate on special financial projects and initiatives.
7. **Business Partnering:**
 - Collaborate with different departments to provide financial guidance and ensure optimal resource allocation.
 - Actively participate in projects to add financial insight and advise on risk assessments.
8. **Payroll:**
 - Control the payroll collating / review process of information received from various departments prior to submission of the external payroll processor.

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)
Qualified AAT or QBE 5+ years	E	
Skills/Competencies	Essential (E)	Desirable (D)
Strong accounting skills.	E	
Exceptional analytical and problemsolving skills with a dynamic and innovative mindset.	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	
Proven experience in management accounting	E	
Proven experience in payroll preparation	E	
Strong knowledge of financial accounting standards & regulations.	E	
Knowledge of management accounting principles and practices.		D

experience in a professional sports environment or relevant experience in the sports industry would be helpful but is not a prerequisite.		D
Knowledge and experience of using 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	

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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