



**Job Pack**

**Head of Finance**

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.**

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



## Our Mission

### our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

## Our Values

### How we go about our work...

In all of our work we will be;

**B**old &  
**I**nnovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
**C**ommunity

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
**F**orward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

## Our Vision

### Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

<b>Job Title: Head of Finance</b>	<b>Salary: £46,508 - £53,839 (Pro Rata)</b> (Subject to experience)
<b>Hours: 20 - 25 hours per week</b>	<b>Location: Blackpool FC Stadium</b>
<b>Responsible To: Chief Executive Officer</b>	<b>Closing Date: Monday 8th September</b>

## Job Purpose

**Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.**

In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of. We're currently seeking a dynamic and experienced Finance Manager to join our team at Blackpool FC Community Trust. In this role, you'll be responsible for carrying out financial functions and monitoring the financial health and sustainability of the Trust while actively supporting the achievement of our strategic objectives.

As part of this role, you will develop and monitor departmental budgets, manage the audit process, liaise with external auditors, and ensure compliance with financial reporting standards and regulatory requirements. Additionally, you will prepare accurate and timely financial reports, forecasts, and analyses to support decision-making and strategic planning processes. Your financial insights and recommendations will inform strategic decision-making, enabling the Trust to identify opportunities for growth and improvement.

Join us in making a positive impact on the community and be part of an organisation dedicated to making a difference in the lives of others. Apply now to become the Finance Manager at Blackpool FC Community Trust.

## Main Roles and Responsibilities

### Main Purpose of the Role

To lead and manage the financial operations of Blackpool FC Community Trust. This includes overseeing financial controls, reporting, budgeting, audit processes, and funder compliance. The Head of Finance will ensure robust financial governance, contribute to strategic planning, and support the Trust's continued growth and sustainability.

### Strategic and Financial Leadership

- Provide financial insight and support to the Chief Executive, SLT, and Board of Trustees
- Develop and maintain financial strategies aligned to BFCCT's strategic objectives
- Lead on financial forecasts, cash flow projections, and scenario planning
- Advise on reserves policy, financial risk, and long-term sustainability

### Financial Management and Controls

- Maintain effective financial systems, procedures, and internal controls
- Prepare and present timely monthly management accounts and provide narrative commentary
- Oversee all financial transactions, including income recognition, restricted funds, and grant compliance

## Reporting and Compliance

- Monthly financial updates for each department to be presented to the CEO
- Produce quarterly and annual financial reports for the Board of Trustees
- Lead the annual budgeting process and coordinate departmental budget setting
- Manage statutory and regulatory returns, including to the Charity Commission and Companies House
- Ensure compliance with relevant financial standards, including Charity SORP, VAT rules, and audit requirements

## Audit and Governance

- Lead on annual external audit process, including preparation of audit packs and schedules
- Act as key point of contact for external auditors and support the audit committee
- Ensure relevant policies and procedures remain up to date and are effectively implemented

## Operational Finance Oversight

- Oversee payroll, pension contributions, and HMRC submissions, liaising with external providers if required
- Approve payments and reconcile accounts
- Monitor monthly reconciliations, including bank accounts, control accounts, and restricted funds

## Systems and Process Improvement

- Maintain and develop use of the organisation's finance system (e.g. Sage, Xero)
- Drive continuous improvement in financial processes and digital tools
- Support procurement, fixed asset management, and cost control

## Support to Staff and Departments

- Support managers in understanding and managing budgets effectively
- Provide financial input into new funding applications, contracts, and project planning
- Line manage finance staff if applicable

## Other Duties

- Attend Trustee meetings to present financial information and answer questions
- Undertake any other reasonable duties consistent with the nature of the role and organisational requirements

## Person Specification

Qualifications
Essential
Recognised accounting qualification (CIMA, ACCA, ACA or equivalent)

Knowledge
<b>Essential</b>
Good understanding of charity finance regulations, including SORP and restricted/unrestricted fund accounting
Awareness of VAT rules and statutory reporting requirements
<b>Desirable</b>
Knowledge of financial systems such as Sage or Xero

Skills & Experience
<b>Essential</b>
Proven experience of financial management in a charity, education, or public sector setting
Experience of producing management accounts and financial reporting to senior leaders or trustees
Experience of managing or supporting audits
Confident presenting complex financial information to non-financial stakeholders
<b>Desirable</b>
Strong IT skills, particularly in Excel and financial software
Experience of working independently and managing own workload

Behaviour
<b>Essential</b>
High level of integrity and commitment to confidentiality
Strong attention to detail and a proactive approach to problem solving
Ability to work collaboratively with colleagues and partners
Commitment to the aims and values of Blackpool FC Community Trust
<b>Desirable</b>
Flexible and adaptable to changing priorities

## Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- Increased annual leave after 5 and 10 years of service
- Our Employee Assistance Programme

## Important Information

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email [selina.hayes@bfcct.co.uk](mailto:selina.hayes@bfcct.co.uk).

[www.bfcct.co.uk](http://www.bfcct.co.uk)