



Job Description

Management Accountant

Salary: £35,000

Background:

Doncaster Knights are Yorkshire's leading rugby club. The most promoted club in the English leagues, the Knights are a professional team performing in the Championship with aspirations to move to the Premiership in the future. The Club, Doncaster RFC, boasts excellent playing, conferencing and events facilities hosting rugby matches at all levels from international women's games to grassroots, minis and juniors. The event facilities currently host major conferencing along with weddings and social functions. Employing over 50 full-time staff, including events staff, administrative, commercial marketing and grounds staff, we are a significant employer in the local area. We also employ many casual staff to help with matches and events.

Description of post:

We are seeking an experienced management accountant with an extensive knowledge of modern accounting systems, law and legislation alongside the SAGE account management systems, to lead our enthusiastic financial team and take us to the level required to operate in rugby's Premier League. Reporting directly to the Board and managed day-to-day by our General Manager you will redefine and develop our financial management systems to ensure the most efficient and cost-effective distribution of our resources. You will be required to develop and implement financial systems that will provide total transparency and accountability in all our operations and be responsible for developing, implementing and executing a financial strategy for the club, alongside financial planning and reporting.

Responsibilities:

1. Developing our financial systems to allow accurate and discrete interrogation of expenditure and income alongside costings and profit/loss.
2. Preparing income statements, balance sheets and other financial documents for internal and external clients;
3. Measuring the company's financial performance based on financial records;
4. Identifying problem areas and presenting recommendations to company management;

5. Supervising the internal accounting team;
6. Performing audits of departments within the organisation;
7. Overseeing other aspects of financial operations such as bookkeeping and payroll;
8. Evaluating and monitoring financial information systems and recommending improvements where needed;
9. Communicating and interpreting financial data to non-financial managers;
10. To develop, implement and execute a financial planning for the development of our marketing, events, and hospitality services;
11. To plan and deliver a sustainable financial strategy across marketing, events, hospitality and our charitable foundation;
12. To represent Doncaster Knights externally and also at Castle Park based events;
13. To develop and manage budgets, people and project teams related to the delivery of a sustainable financially viable club;
14. To report to the Board at its meetings and the AGM, and to respond to all reasonable requests for information;
15. To undertake other duties commensurate with the level and responsibilities of this post.

Equal Opportunities:

We are committed to providing a non-discriminatory and harassment free working environment for all our employees.

Relationships:

The Management Accountant will work day to day with other members of the Financial, Events, Commercial, and Hospitality team and will report to our General Manager.

Qualifications:

Whilst we would hope that any suitable candidate is qualified to degree or appropriate professional qualification level, experience is just as important. We are looking for a dynamic, enthusiastic and experienced management accountant who can take Doncaster Knights professional support team to the next level. With a clear track record in financial management we also expect a 'people person' who can lead and inspire our team. This is a real opportunity to leave your mark on professional sport and identify with a premiership rugby team in waiting.

Remuneration will be in the region of £35,000 and commensurate with qualifications and experience.

And Finally....

The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.