



CHIEF FINANCIAL OFFICER

DERBYSHIRE COUNTY CRICKET CLUB

We have a fantastic opportunity for a hands-on Chief Financial Officer, who will play an instrumental role in overseeing the finance function and taking on broader operational responsibilities.

As an executive member of the Supervisory Board, the CFO will take full responsibility for leading a small finance team, implementing systems, processes, and controls, which can aid the Club. You will be working in partnership with the Chief Executive, developing, delivering and evaluating the overall strategy for the business. As CFO you will be a valued contributor to executive-level strategy through preparation of detailed and incisive performance analysis, forecasting, and reporting.

Duties & Responsibilities:

Responsible for all finance related aspects of the club, leading a team to ensure the accurate tracking and timely reporting of financial information from annual budgeting, monthly management reporting, cashflow and credit control.

FINANCIAL MANAGEMENT

- Annual budget, monthly variance analysis and reporting to budget holders
- Annual, long term and short term cashflow forecasts and management
- Credit control
- Providing ad hoc financial data and assistance to colleagues

FINANCIAL REPORTING

- Monthly management accounts; preparation and executive review
- Profit forecast
- Annual accounts for annual report and audit
- Monthly financial commentary
- Financial data for leadership and planning group meetings
- Board meeting attendance on a monthly basis

PAYROLL

- Monthly salaries
- Monthly tasks: PAYE/NI transfers, payslip distribution, P45's etc.
- Annual tasks: P11d preparation, P60's, P35s on-line reporting etc.
- Ad hoc enquiries from HMRC

English Cricket Board

- Financial Reporting: reporting of data plus submission of audited accounts
- On-line team reporting
- Salary cap data reporting
- Directors and Officers requirements reporting
- County Partnership Agreement reporting
- County Partnership Agreement meetings with ECB
- Facilities investment applications
- Ad hoc reporting e.g. T20 Profitability

LEADERSHIP

- Attending leadership and planning groups
- Attendance and reporting at Supervisory Board meetings
- AGM attendance and AGM administration
- Long term business management support
- Managing Finance Manager and Finance Assistant
- Working with the Board sub groups and sub committees
- Working the Audit and Risk Committee Chair

SUNDRY

- Liaison with: Bank, Insurance Brokers, Health Insurance Provider, Pension Provider, Financial Services Agency
- VAT return
- Management and operation of direct debit system
- Matchday payment collection and handling

- Advising on sundry matters from experience
- Maintaining legal contracts and agreements

COMPLIANCE

- Preparation for and conducting annual audit, agreement of statutory accounts and tax liability

IT AND BUSINESS SYSTEMS

- Lead on organisations IT strategy and work with outsourced IT provider on system security and running

Skills, Knowledge & Qualifications:

- Fully qualified accountant (ACA/ACCA/CIMA) with full post-qualification experience
- Excellent communications skills – written and oral
- A keen eye for detail
- Highly organised
- Ability to work in a fast-paced environment
- Able to prioritise workloads
- Strong IT skills
- A team player

What we can offer you:

- A competitive salary
- 25 days paid holiday
- Free on-site parking
- 2 free tickets to every Derbyshire County Cricket Club home match
- 40% discount with Samurai on-line purchases
- Nuffield Gym membership

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, Human Resources and Wellbeing Manager at Derbyshire County Cricket Club via jobs@derbyshireccc.com.

The closing date is Friday 28 April 2023 although applications will be reviewed as they arrive in and it may be closed early. Interviews are expected to be held week commencing 15 May 2023.

Derbyshire County Cricket Club is committed to safeguarding and protecting the children and young people that we work with. As such, many posts are subject to a safer recruitment process, including ECB DBS clearance which is mandatory before taking up certain roles. We ensure that we have a range of policies and procedures in place promoting safeguarding and safer working practice across our services.

Derbyshire County Cricket Club will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, religion and age. It is the intention of Derbyshire County Cricket Club that its workforce, at all levels, should reflect the composition of the City's population. To achieve this Derbyshire County Cricket Club will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.