



FC United of Manchester: Part Time Finance Assistant

About FC United of Manchester:

Founded in 2005, FC United of Manchester is a supporter-owned, not-for-profit community football club dedicated to inclusivity, community engagement, and fairness in football. We believe in equality and strive to create an environment where everyone feels valued.

Our home matches take place at Broadhurst Park, a modern stadium in Moston, Manchester, built in May 2015, symbolising our commitment to grassroots involvement and sustainable growth.

Role Overview:

We are seeking a dedicated Finance Assistant to join our team part-time. This pivotal role supports FC United's financial operations, offering you the chance to contribute to a community-focused organisation with a rich history and strong values.

Annual Salary (Pro-Rata): £23,400

Hours: Three days per week, totalling 22.5 hours

Location: Broadhurst Park, 310 Lightbowne Road, Moston, Manchester, M40 0FJ

Benefits: Pension contributions, holiday entitlement, free parking, convenient access to the city centre via excellent public transport links and proximity to the motorway network, and access to various amenities on-site.

Key Responsibilities:

- Generate and issue sales invoices within deadlines.
- Process purchase invoices accurately and promptly.
- Address general accounts queries from customers and suppliers.
- Maintain up-to-date customer and supplier information.
- Reconcile bank accounts weekly.
- Manage supplier payments and resolve disputes efficiently.
- Prepare and submit quarterly VAT returns.
- Close sales and purchase ledgers by the 2nd of each month.

- Oversee credit control to meet cash flow targets.
- Provide regular financial reports to management.
- Process monthly payroll using Sage software.
- Reconcile credit card transactions and manage expenses.
- Support annual audit processes and assist in audit preparations.
- Coordinate renewal of phone, energy, and insurance contracts.
- Ensure compliance with HQ deadlines during month-end periods.
- Provide general administration support as required.

What We Need From You:

- Demonstrated experience with a purchase order system.
- Working knowledge of Sage 50 or similar accounting software.

Why Join Us:

- Opportunity to contribute to a community-focused football club.
- Work in a supportive and collaborative team environment.
- Potential for flexible working patterns and hours.

How to Apply:

If you are passionate about football and finance and eager to support our mission at FC United of Manchester, please email your CV and cover letter to danny.davis@fc-utd.net

Join FC United of Manchester and be part of our exciting journey to promote inclusivity and excellence in football!