



Founded in 1866, Harlequins is a rugby club that is recognised around the world. Harlequins are currently ranked among the best Premiership rugby clubs in this country and Europe. The Club is a founding member of the RFU and boasts more presidents than any other club as well as a healthy dose of international players.

Success on the pitch demands even more success off it, so the Club is strengthening its Finance team and is currently recruiting for a Management Accountant on a 6-month contract. This is an ideal role for a qualified accountant (ACCA or CIMA) with experience of working in industry. The ideal candidate will be strong technically and must be able to create and maintain a strong controls process across the business. Although not essential it is preferable for the successful candidate to have an interest in rugby and an understanding of the industry.

**Job Title:** Management Accountant  
**Company:** Harlequin FC  
**Reporting to:** Commercial Finance Manager  
**Start Date:** Immediate  
**Term:** 6 months

#### **Key Accountabilities:**

- Working closely with department leads to develop the annual operating budgets, 5-year plan and the periodical reforecasts;
- Working closely with departments to ensure that all income and costs are accurately captured;
- Meeting with budget holders regularly to monitor performance, investigate major variances and develop reforecasts;
- Providing accurate and timely financial and management reporting and commentary, including analysis of variances against budget/reforecast, to the Senior Management Team, department leads and other stakeholders;
- Supporting the Club's cash flow forecasting;
- Working with department leads to cost projects and evaluate returns;
- Supporting the implementation of the new Xero finance system and procurement tool;
- Responsible for the ongoing development and delivery of weekly & monthly KPI reporting;
- Reconciling and resolving any historic financial anomalies and reflecting any impact on current financial position.
- Implementing new procedures and training to ensure future compliance to all processes and governance;
- Support in completing the monthly board pack;
- Answering adhoc questions from employees, HMRC and other parties;

#### **Skills and Experience**

- ACCA / CIMA recently qualified with industry background





- Strong technically with experience in creation and ongoing management of controls and processes
- Excellent time management and organisational skills with the ability to push themselves and others to work to fixed deadlines
- Prior experience of Xero preferable though not essential
- Strong Excel skills (advanced – excluding macros)

### Competencies

- Professional and driven, demonstrating a keen intellectual curiosity
- Good understanding of the rugby industry as a whole and a general interest in rugby is preferable
- Strong financial literacy and attention to detail
- Demonstrates an ability to translate financial information to non-financial colleagues
- Inquisitive and forward thinking – Always challenging the current methods and actively looking at ways to do things more efficiently
- Acts as a role model in embodying core club values and culture
- Resilient and ability to adapt to changing business needs
- Self-starter with the ability to learn quickly and work in a fast paced environment

### Behaviours

- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Leadership** – Creates a climate in which people want to do their best; can access each person's strength and use them to get the best out of the individual. Promotes confidence and optimistic attitude through inspiring and motivating the team.
- **Interpersonal sensitivity** - Interacts with others in a sensitive and effective way. Respects and works well with others.
- **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
- **Initiative Taking** - Takes action to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to [jobs@quins.co.uk](mailto:jobs@quins.co.uk).

Only successful applicants to be invited for interview will be contacted. Closing date for all applications is Friday 29<sup>th</sup> March **2019**.