



Management Accountant

Founded in 1866, Harlequins is a rugby club that is recognised around the world. Harlequins is currently ranked amongst the best Premiership and Premier 15s 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 across both it's Men's and Women's team.

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. Valuing the success of the club and the success of the individual, this position comes with the prerequisite of training for a professional accreditation.

Job Title:	Management Accountant
Company:	Harlequin FC
Reporting to:	Commercial Finance Manager
Duration:	Permanent
Salary:	£45,000 per annum
Role Purpose:	Production of Management Information and supporting decision making within the business.

Key Responsibilities:

- Production of Management Information
- Responsibility for the production of monthly management accounts for the group including commentary on key variances to budget.
- Timely maintaining key balance sheet reconciliations across the group up to review status
- Assisting the Financial Controller with the year end audit process with external auditors for all group companies
- Maintaining a strong controls environment throughout the business
- Proactively look to improve processes and maximise efficiencies within the finance team and wider business.
- Gain an understanding and respond appropriately to queries surrounding Zahara (purchase ledger system)
- Shared responsibility in dealing with financial queries.
- Supporting decision making within the Club
- Monthly budget holder meetings to discuss results versus budget and forecasting future risks/opportunities.
- Assist the Commercial Finance Manager with rolling forecasts and budgets.
- Production of Match P&L accounts and KPI reports including commentary on key variances and drivers.
- Assisting the Commercial Finance Manager in providing decision support to the business through analysis (e.g. Return on Investment, Sales curve run rates etc)
- Adhoc reporting duties and dealing with internal and external queries as required.
- Deputising for Commercial Finance Manager as necessary and ensuring business as usual work is maintained as and when they are away.



- Coaching junior members of the Finance team to support cross-training objectives.

Skills and Knowledge:

- Fully qualified through any of the mainstream accountancy qualifications (ACA/ACCA/CIMA/ICAS)
- Strong excel skills (advanced level – except macros)
- Working knowledge of the following systems is desirable but not required:
 - Xero (off the shelf accounting package)
 - Zahara (off the shelf purchase order management system)
 - PowerBI
 - Ticketmaster

Competencies

- Willingness to take ownership of projects / self starter
- Team player and supportive of other team members
- Clearly accountable
- Energetic and driven
- Good communicator and builder of strong personal relationships
- Commercial acumen
- Well respected with leadership qualities
- Manage a varied work portfolio while maintaining core duties
- Seeks to find efficiencies across the reporting process
- Support the wider organisation and contribute to non-Finance department ad-hoc projects
- Enthusiastic and driven to progress within the business
- Proven track record of meeting deadlines

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
- **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.
- **Planning and organizing** - Organises and schedules events, activities and resources. Monitors timescales and plans
- **Initiative Taking** - Acts to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
- **Teamwork** - Responds and relates well to people in all positions; is a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals
- **Flexible** – Willing to ‘go the extra mile’ when the circumstances dictate to meet exceptional deadlines.



Harlequins

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 to quins@serv-recruitment.com

