



Role: Finance Manager: Part time, 20 hours per week
Salary: £30,000-£36,000 (pro rata, based on experience)
Contract Type: Permanent

Oxford City Football Club is a community-based football club that welcomes over 80,000 facility users per year. The site comprises two 3G football pitches, six netball courts, and a busy clubhouse, all in use seven days of the week including evenings. Our Men's First Team compete in the Enterprise Hire National League North, the sixth tier of the English football pyramid. The Women's First Team go from strength to strength in the Southern Regional Women's Football League, step five of the Women's pyramid. A full-time education academy hosts over 80 students during weekdays. Evenings and weekends bring Men's and Women's First Team fixtures, youth tournaments, grassroots and academy football fixtures. Our facility plays host to events of all sizes, and we are soon to welcome the addition of a brand-new hospitality and event space.

Role Overview

The Finance Manager will be responsible for overseeing day-to-day financial operations, ensuring accurate and timely processing of financial transactions, and supporting strategic financial planning. This role is pivotal in maintaining financial integrity, supporting compliance, and enabling the club's continued growth and sustainability.

Key Responsibilities

- Oversee the purchase ledger process, ensuring all invoices are matched with relevant purchase orders and authorised appropriately.
- Load and process purchase invoices into the accounting system, ensuring accuracy and completeness.
- Liaise with department managers to chase outstanding purchase orders and authorisations.
- Manage weekly bank reconciliations and ensure timely resolution of discrepancies.
- Prepare and process payment runs based on aged creditor listings, ensuring accurate allocation of payments.
- Reconcile supplier statements and respond to supplier queries in a timely and professional manner.
- Support the club secretary with player contract administration.
- Input payroll journals and assist with payroll-related responsibilities as required.
- Support the preparation of financial reports and assist in the analysis of financial data for decision-making.
- Ensure compliance with internal controls, financial policies, and relevant regulations.

- Provide finance admin support and contribute to continuous improvement of financial processes.
- Act as the point of contact for the League and attend all relevant meetings.
- All relevant financial reporting to the League and governing bodies.
- Complete all additional tasks as required by the senior management team.

Qualifications and Experience

- AAT qualification or equivalent accounting technician certification.
- Proven experience in a finance assistant or finance officer role, ideally within a sports or charitable organisation.
- Strong reconciliation and analytical skills with a high level of accuracy and attention to detail.
- Proficient in Microsoft Excel and accounting software (e.g., Sage, Xero, or similar).
- Experience working with payroll and purchase ledger systems.

Skills and Attributes

- Excellent verbal and written communication skills, with the ability to engage effectively across departments.
- Strong organisational skills and the ability to manage multiple priorities and meet deadlines.
- A proactive and collaborative approach to problem-solving.
- A genuine interest in football and a commitment to the values and vision of the club.
- Ability to work independently and as part of a team in a fast-paced environment.

Desirable

- Experience working in a football club or sports environment.
- Understanding of football finance, including agent payments and player contract administration.
- Familiarity with charity VAT legislation.

How to Apply:

Please send a CV with a covering introduction including a summary of why you are a perfect candidate for shortlisting. Applications via email to Skye Foley: skye.foley@oxcityfc.co.uk

Application deadline 28th July 2025

No agencies please.

We uphold a robust recruitment process. Applicants must be eligible to work in the UK and willing to undergo an enhanced DBS check with additional vetting. Applicants will be required to complete safeguarding and health and safety training as part of the induction process. Oxford City Football Club is an Equal Opportunities Employer. We celebrate diversity and are committed to creating and maintaining an inclusive environment for all employees.