



Cliftonville Football Club

Solitude, Belfast

HR@CLIFTONVILLEFC.NET

Finance Director Position

Lead the day-to-day financial operations and safeguard the long-term sustainability of Belfast's oldest football clubs. Cliftonville Football and Athletic Club seeks a dedicated and highly organised Finance Director to combine hands-on fiscal management with clear strategic direction.

Reports to	Managing Director, Chairman & Board of Directors
Location	Solitude, Belfast
Employment type	Permanent
Application contact	HR@CLIFTONVILLEFC.NET

Role Overview

Cliftonville Football and Athletic Club are seeking a dedicated and highly organised Finance Director to manage the day-to-day financial operations and safeguard the club's financial sustainability. Unlike a purely corporate or strategic executive role, this is also a hands-on position requiring confidential reporting to the Club's Managing Director, Chairman and Board. As the principal financial custodian of the club, you will manage the day-to-day books, operate internal controls, provide regular financial reporting, and provide strategic insight, direction, and the subsequent implementation of financial budgets and forecasts.

You must possess the political and social awareness to navigate the complex network of people and organisations that shape the financial environment of a modern sports club. Although maintaining financial stability is the core responsibility, financial decisions are closely linked to community relations, supporter loyalty, public funding, and brand reputation, often under intense public scrutiny. You will provide the Chairman and Board with clear financial insight, helping the club pursue its ambitions while maintaining sound financial discipline.

Key Responsibilities

Day-to-Day Financial Operations & Ledger Management

- **Bookkeeping & Ledgers:** Maintain complete responsibility for efficient and accurate day-to-day accounting functions, including accounts payable, accounts receivable, payroll, banking reconciliations and expense processing.
- **Cash Flow Management:** Accurately monitor weekly and monthly cash flows, managing matchday cash receipts, ticketing platforms, bar/hospitality and retail income.
- **Payroll & Player Contracts:** Administer the club's payroll, ensuring accurate and timely payment for all staff.



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Financial Control & Budgeting

- **Budget Monitoring:** Draft, manage, and track all operating expenditures including departmental budgets across the men's and ladies' teams, academy, commercial department and stadium operations, as well as not-for-profit sector administration and compliance.
- **Management Accounts:** Produce straightforward, timely and accurate monthly management accounts and P&L statements, and year-end accounts for the Club's Chairman and Board. Liaising with external advisors including auditors, banks, insurers, and regularly consulting with the Club's Chairman and respective Board of Directors as required.
- **Supplier & Vendor Relations:** To ensure cost-efficiency, budgets and timely payments, manage relationships with internal and external stakeholders, suppliers, utility providers, contracts and contractors.

Strategic Planning & Commercial Insight

- Support strategic decision-making through financial planning, scenario analysis and business case development.
- Identify and assess financial viability of new projects, events, funding and sponsorship opportunities.
- Monitor and analyse performance metrics and KPIs across departments.
- Effectively negotiate contracts with vendors and assist in the negotiation of commercial and players contracts.

Matchday Administration

- **Matchday Reconciliation:** Oversee or audit the counting, reconciling, and banking of cash and card payments from matchday turnstiles, food kiosks, the club bar and any other related financial incidentals.

Taxation Compliance

- **Taxation:** Manage regular HMRC compliance, including VAT returns, PAYE, and National Insurance.

Governance & Compliance

- **Football Governance:** Prepare the necessary financial documentation and submissions required for league compliance, IFA regulations, and local stadium licensing.
- **Licensing Management:** Responsible for financial submissions to the Irish Football Association (IFA) and Union European Football Association (UEFA) for competition licensing on an annual and quarterly basis
- **Other Duties:** The Club is growing its programs and partnerships and therefore seeks initiative-taking leadership positions to join team-building functions and community relations events.



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Candidate Requirements

Essential Qualifications & Experience

- **Accounting Background:** Fully qualified (ACA, ACCA, CIMA, CPA) accountant.
- **Direct Experience:** Minimum three (3) years' post-qualification experience, managing end-to-end accounting processes, bookkeeping, and payroll in a small-to-medium enterprise (SME), commercial or sports organisation, and not-for-profit sector.
- **Excellent Excel Skills:** Proficient in building and updating tracking sheets, cash flow models, and reconciliation templates.
- **People Skills:** Demonstrated abilities to communicate professionally, maintain positive relations and contribute to strategic planning initiatives.
- **System Literacy Skills:** Direct experience working with modern, practical accounting software (e.g., Xero).
- **Strong Organisational Skills:** Effective abilities to manage and maintain organised files, financial systems, notes, portfolios and other significant record keeping in a fast-paced, dynamic environment.

Candidates must be aware that Cliftonville Football and Athletic Club is an organization that makes all hiring, pay, promotion, and termination decisions based strictly on individual merit, skills, and qualifications. Therefore, staff will be subject to regular performance reviews.

How to Apply

Please send your CV and a covering letter outlining your suitability for the role to **HR@CLIFTONVILLEFC.NET**.
Please include **Finance Director** in the subject line.

Cliftonville Football and Athletic Club is an equal opportunities employer and welcomes applications from all suitably qualified candidates legally permitted to work in Northern Ireland.