



## JOB VACANCY

**JOB TITLE** Management Accountant  
**DEPARTMENT** Finance

**SALARY** Competitive  
**BENEFITS** 25 days holiday, plus bank holidays  
Cycle to Work Scheme  
Private Medical Insurance & Health Cash Plan  
2 x Complimentary home match tickets  
Discounted Club Merchandise  
Enhanced Family Leave Payments

**RESPONSIBLE TO** Financial Controller  
**LOCATION** Swansea.com Stadium  
**WORKING HOURS** 40 hours per week  
**CONTRACT** Permanent

### THE ROLE

To Support the Financial Controller (FC) and be responsible for the efficient and accurate preparation of financial reports.

### ROLE RESPONSIBILITIES

- Timely and accurate reporting of monthly management accounts, investigating variances, correcting errors where necessary and providing explanations on departures from budget.
- Preparation of other external financial reports; particularly all financial reporting required under the regulations of the Football League, the Football Association, and all other governing bodies.
- Produce information for Statutory Financial Statements and Interim Accounts. Liaise with the company's auditor and ensure the completion of the Statutory Audit, Interim Review and any other relevant audit related engagement in advance of any reporting deadlines
- Preparing and / or reviewing all Balance Sheet reconciliations ensuring completion and adequate record keeping by all team members responsible.
- Contribute to the development of management information provided internally and externally



- Ensure the accurate reporting of stock transactions in the nominal ledger.
- Develop an ongoing understanding of the systems and controls around key balance sheet items; communicate any perceived deficiencies and recommend possible actions to the FC.
- Liaise with Football Administration department to monitor the acquisition and disposals of football player registrations and ensure accurate recording in the financial statements. Review solidarity calculations prepared by the Football Administration before onward submission to the Football Association.
- Develop an ongoing understanding of the systems and procedures of the Finance Department, administering them in the absence of junior staff members.
- Undertake such tasks for the Finance team that are consistent with the objectives of the post, as directed by the FC or other senior members of staff.

## **PERSON SPECIFICATION**

### **Qualifications**

#### **Essential:**

- Fully qualified accountant (e.g., CIMA, ACCA, ACA or equivalent).
- Strong academic background (A-levels or equivalent, plus degree or equivalent experience).

### **Experience**

#### **Essential:**

- Proven experience in preparation of financial statements in line with UK GAAP.
- Preparation of management reports and variance analysis.
- Experience of month-end and year-end processes.
- Knowledge of financial systems and ERP software (e.g., SAP, Oracle, Sage).

#### **Desirable:**

- Knowledge of the Microsoft Dynamics or Business Central ERP system
- Involvement in process improvements or systems implementation.

### **Knowledge & Skills**

#### **Essential:**

- Strong technical accounting knowledge.
- Advanced Excel skills (pivot tables, lookups, financial modelling).
- Strong analytical and problem-solving skills.
- Good understanding of UK accounting standards and relevant legislation.
- Ability to present complex financial data clearly to non-finance colleagues.

#### **Desirable:**

- Familiarity with Power BI or other data visualisation tools.

## Personal Attributes

### Essential:

- High level of accuracy and attention to detail.
- Strong organisational skills and ability to meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Commercial awareness and a proactive approach to problem-solving.

### Desirable:

- Evidence of leadership potential.
- Adaptability to change and continuous improvement mindset.





## GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

## SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

## EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

## How to Apply

Please complete an Application Form, available [Here](#). If you require the application form in an alternative format, please email [jobs@swanseacity.com](mailto:jobs@swanseacity.com)

The closing date for this vacancy will be **Thursday 2<sup>nd</sup> October 2025**