

SUBJECT TO CONTRACT

JOB DESCRIPTION

Job Title: **Financial Controller (UK and UAE)**
Reporting to: **CEO**
Team: **Finance and Operations**
Location: **London (with international travel)**

SCOPE

Professional Sports Group is a leading sports marketing company with offices in London and Abu Dhabi. We know sport. We know how it inspires passion, influences change, engages nations and wins business.

We have an exciting finance opportunity for a qualified and experienced finance professional to join our London office and head up the finance and operational functions across the UK and UAE. You will be part of a dynamic team responsible for the commercial and technical finance functions as well as leading the operational areas of the business. You will help drive the decision making that will contribute towards PSG's ongoing success.

JOB PURPOSE

- To manage the finances, operations and planning of the business, comprising both the UK and Abu Dhabi office
- To manage the operational functions of the business, including HR, IT and Legal
- To provide leadership and input on strategic and financial planning to the CEO and leadership team
- To perform the UK financial processing requirements
- Prepare / review ad-hoc analysis and financial proposals for new / special projects
- To work collaboratively across all department teams and contribute positively to the success of PSG
- Advise CEO on financial best practice and keep the CEO fully informed on all financial matters
- Company secretary to the PSG Board

ACCOUNTABILITIES

- Responsible to ensure the financial systems, corporate governance and legal requirements are fully up to date and adhered to at all times
- Responsible for ensuring all regulatory requirements are fully adhered to across both Companies, including: preparation of statutory accounts, completion of audit, submission of VAT, Tax, HMRC reports and annual returns
- Responsible for annual budgeting, monthly forecast reporting and Board paper preparation. Including identification and analysis of key business risks and opportunities
- Lead on the timely completion of agreed monthly reconciliations in respect of all control accounts, bank accounts and other accounting records
- Responsible for timely year-end closure, including preparation and reconciliation of year-end schedules
- Lead the preparation and completion of the annual Company audits, including preparation of audit schedules
- Responsible for effectively managing, monitoring and reporting on the Company cashflows
- Responsible for all procurement within the business ensuring best value is secured
- Responsible for legal best practice, review and sign off on all Company contracts (revenue and cost)

UK processing:

- Reconcile bank accounts, sales income and client bank accounts
- Prepare and process monthly salary and submit necessary HMRC returns
- Schedule, prepare and process all UK purchase and expense payments
- Responsible for general ledger postings, ensuring completeness and accuracy

CANDIDATE - EXPERIENCE AND SKILLS

- Professionally Qualified (CIMA, ACCA or ACA)
- 6+ years' broad financial & accounting experience and understanding is essential
- Excellent written and verbal communication skills – with excellent attention to detail
- Experience in effectively communicating to Board and Senior level management
- Excellent self-motivation, ability to work on own initiative AND be a team player
- Ability to think both analytically and strategically – to go beyond the numbers and to think logically about underlying business issues
- Ability to think quickly, be flexible and adapt accordingly
- Excellent MS Office skills - advanced user of MS Excel
- Experience of staff management and recruitment is desired
- Must be prepared to travel to the UAE and other global destinations as the business desires
- A passion for sport

REMUNERATION

- Salary range – £40,000 - £50,000

Start date: August 2017

Applications: Please send your CV and a covering letter to leanne@profsports.com. Application close date is 14th July 2017