



## Management Accountant

The Management Accountant role will be reporting to the Finance Director and will be involved in a wide-range of financial duties across Sussex Cricket Limited, including the wholly-owned subsidiaries, the Sussex Cricket Foundation and Sussex Cricket Estates Limited.

The Management Accountant will play a key role in supporting the Finance Director in delivering robust financial management, control and insight across Sussex Cricket Limited and its wholly owned subsidiaries (Sussex Cricket Foundation and Sussex Cricket Estates Limited).

The role is responsible for producing accurate and timely management accounts, budgeting, forecasting and financial analysis, supporting decision-making across the organisation and helping ensure strong financial governance, sustainability and continuous improvement.

To apply, please send a covering letter setting out how you meet the requirements of the role, with your CV to: Sam Holder, People Director at [recruitment@sussexcricket.co.uk](mailto:recruitment@sussexcricket.co.uk)

Closing date for applications: **Friday 20<sup>th</sup> February 2025**

## Job Description

**Job Title:** Management Accountant

**Reports to:** Finance Director

**Location:** The 1st Central County Ground, Hove

**Hours:** Full-time or part time .Flexibility required, including some evenings and weekends, particularly during the cricket season and on matchdays.

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### Role Purpose

The Management Accountant will play a key role in supporting the Finance Director in delivering robust financial management, control and insight across Sussex Cricket Limited and its wholly owned subsidiaries (Sussex Cricket Foundation and Sussex Cricket Estates Limited).

The role is responsible for producing accurate and timely management accounts, budgeting, forecasting and financial analysis, supporting decision-making across the organisation and helping ensure strong financial governance, sustainability and continuous improvement.

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## **Key Responsibilities**

### Financial Reporting & Management Accounts

- Prepare monthly management accounts, including profit and loss, balance sheet and cashflow reporting, with clear commentary and variance analysis
- Support the production of weekly financial reporting and KPIs for the Finance Director and Leadership Team
- Ensure timely and accurate financial information is available to support operational and strategic decision-making

### Budgeting, Forecasting & Financial Planning

- Support the annual budgeting and reforecasting processes across all departments
- Work proactively with budget holders to monitor performance, explain variances and improve financial understanding
- Assist in financial modelling and scenario planning, particularly around matchday income, events, catering and commercial activity

### Financial Control & Compliance

- Maintain strong financial controls and ensure compliance with internal policies and procedures
- Support cashflow management, including forecasting and monitoring of working capital
- Assist with VAT, tax returns and regulatory reporting, working with the Finance Director and external advisors as required

### Matchday & Operational Finance

- Support financial aspects of matchday operations, including income reconciliation, and reporting
- Work closely with internal teams and external partners (including catering providers) to ensure accurate and timely financial processing

### Year-End & Audit Support

- Assist in the preparation of year-end statutory accounts and audit schedules
- Act as a key point of contact during the audit process, providing analysis and supporting documentation

### Systems, Processes & Continuous Improvement

- Support the development and improvement of financial systems, processes and reporting tools
- Identify opportunities to improve efficiency, accuracy and insight within the finance function
- Contribute to a culture of continuous improvement and strong financial governance across the organisation

### Stakeholder Support

- Provide clear, practical financial advice to non-finance colleagues
- Build effective working relationships across the organisation, acting as a trusted finance partner



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## **Person Specification**

### **Essential Criteria**

#### Qualifications

- Part-qualified or fully qualified accountant (ACA / ACCA / CIMA or equivalent)

#### Experience

- Experience in producing management accounts, budgets and forecasts
- Experience of financial analysis and variance reporting
- Experience working in a fast-paced, commercially focused environment

#### Skills & Knowledge

- Strong technical accounting and numeracy skills
- Excellent Excel and Microsoft Office skills; experience of accounting software
- Ability to present financial information clearly to non-finance stakeholders
- Strong attention to detail with a high level of accuracy
- Ability to manage multiple deadlines and priorities

#### Personal Qualities

- Commercially aware and analytically minded
- Proactive, organised and solutions-focused
- Approachable and collaborative working style
- Resilient and calm under pressure
- High levels of integrity and professionalism
- Flexible and adaptable, with a willingness to support the operational demands of a live sporting environment