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| **Job Description:**  **Department:**  **Reporting:**  **Location:**  **Salary:** | **Accounts Payable/Accounts Receivable (AP/AR) Manager**  **Finance**  **Finance Manager**  **27 Great West Road**  **Competitive** |

**Background**

Brentford Football Club is a professional football club based in the London Borough of Hounslow, that currently plays in the English Football League Championship. The Club was founded in 1889 and has called Griffin Park its home since 1904. 2020 represents the start of a new era for Brentford, with the Club moving to a new, 17,250-seater stadium with outstanding facilities for fans, broadcasters, corporates and the community. The new stadium, open for the start of the 2020/21 season, is the cornerstone of a longer-term vision that aims to see Brentford FC reach the Premier League on the field and ensure that the Club is sustainably run off the field.

Situated next to the M4, the new Brentford Stadium is located a mile from Griffin Park and is at the centre of the Brentford East redevelopment scheme, which includes the construction of more than 900 new homes, a new purpose-built location for Brentford FC Community Sports Trust, and a public square with shops and cafés. Brentford FC plays a very active role in its local community.

The Club is a four-time winner of the EFL Community Club of the Year Award and is the only professional football club in the UK with a Business in the Community and Community Mark Award. In total, Brentford FC Community Sports Trust delivers more than £13 million of social benefit to the West London area.

**The Role of the AP/AR Manager**

Reporting into the Finance Manager, the AP/AR Manager will play a key role in the finance team, providing strong support and ensuring processes and procedures are followed, the AP/AR Manager will oversee supervision of a small team of Finance Assistants and ensure they are given appropriate support to enable effective delivery.

**Main Accountabilities**

**Accounts Payable**

* End to end responsibility for managing the accounts payable workflow to ensure timely and accurate payment of invoices.
* Weekly reporting of aged liabilities and material issues within the AP function
* Reconciliation of AP ledger to supplier statements
* Due diligence on new supplier set up.
* Ad-hoc training and support to business

**Accounts Receivable**

* Management of AR ledger including some low volume invoicing
* Weekly reporting of aged receivables including awareness of overdue or doubtful debt
* Assist in cash collection as required including issuing periodic customer statements

**Banking**

* Oversee the weekly supplier payment run
* Set up ad hoc payments as required

**People Management**

* Management and development of small team of Finance Assistants

**Other Duties**

* Handling queries through Finance team inbox and telephone (on return to office)
* Assist in month end processes

**Person Specification - Essential Personal Characteristics**

* Ideally AAT qualified (or equivalent) or 5+ years’ working experience in an AP function
* SAP and iDocuments experience **or** the ability to demonstrate real strength and understanding of functionality in AP and AR systems
* Strong Excel skills and competence across the MS Office suite of products
* Ability to manage and develop a small team
* Strong communicator both verbally and in writing
* Strong demonstrable ability to work accurately and with a high level of attention to detail
* Ability and desire to work as part of a team, focussed on departmental objectives and providing excellent service to internal stakeholders

**Key Internal Relationships**

* Business Operations
* Venue Operations
* Venue Sales
* Football Operations

**General Club Accountabilities**

* To put equality, diversity and inclusion at the centre of everything we do
* To ensure compliance with all relevant Club policies, including health and safety policies and with specific reference to the data regulations (GDRP and PECR)
* To ensure compliance with all relevant legal, regulatory, ethical and social requirements
* To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC
* To keep confidential any information gained regarding the Club and its personnel
* To maintain a flexible approach to work at all times

**Application**

Please complete our online application form at <https://www.brentfordfc.com/fans-and-community/work-for-us> **by 17:00 on 24 February 2021.**

If you require a paper form, please call General Enquiries on 0208 847 2511 (option 1).