

## Professional Jockeys Association (the PJA)

### Financial Controller

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JOB LOCATION:                                       | 39-B Kingfisher Court, Hambridge Road<br>Newbury Berkshire, RG14 5SJ<br>.                                                                                                                                                                                                                                                                                                                                                                                                         |
| POSITION SUMMARY:                                   | Providing and maintaining financial data and the development of accounting systems/processes. Directing the budgeting cycle, monitoring actual performance, controlling cash flow and banking as well as liaison with the Chief Executive and auditors.<br>Company payroll and administration of the Jockeys Savings Plan                                                                                                                                                         |
| SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE: | This is a responsible role and currently there are no supervisory or line management responsibilities                                                                                                                                                                                                                                                                                                                                                                             |
| KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED           | Qualified CIMA or ACCA with preferably three years or more experience.<br>A keen interest in horseracing<br>Excellent numerical ability with a logical mindset and meticulous attention to detail.<br>Good interpersonal skills and telephone manner.<br>A team player.<br>Well organised with the ability to prioritise work and meet deadlines.<br>Computer literate especially in MS outlook, word and excel.<br>Experience of accountancy software such as Sage is desirable. |
| OBJECTIVES                                          | To undertake company induction on the first day in post.<br>To have a demonstrable understanding of both the PJA organisation and business by the end of the 1 month probation period.<br>To demonstrate immediate competency in the requisite position areas.<br>To have set up effective internal accountancy systems and processes within 6 months of starting                                                                                                                 |
| SCOPE FOR IMPACT ON COMPANY MISSION*                | An effective Finance Controller will contribute to the PJA Mission by providing a high level of accountancy support to the organisation and by being a proactive and positive team member.                                                                                                                                                                                                                                                                                        |
| BENEFITS PACKAGE                                    | Full time position<br>Salary circa £30 000<br>Employer's contribution is 5% of salary<br>Life Cover<br>Healthcover for self only<br>Holiday 20 working days                                                                                                                                                                                                                                                                                                                       |

**\* The PJA Mission Statement**

To promote, protect and represent the interests of professional jockeys both on and off the racecourse working with regulatory, industry and commercial bodies to secure agreements to the benefit of all and continually working in the best interest of British horseracing.