

The Asian Football Confederation (AFC) is the governing body that represents Asia in the world of football, covering the diverse continent with 46 Member Associations and one Associate Member.

The AFC is responsible for running football in Asia. Among its various responsibilities are: regulating the game, drafting new laws to improve the sport, implementing the law, boosting grassroots and youth football, and conducting major competitions

Club Licensing Administrator (Finance)

The responsibilities include but are not limited to the following:

1. Record and Keep track of Overdue Payables cases of football clubs

- Receive and manage communications with stakeholders regarding Overdue Payable claims
- Maintain information regarding Overdue Payables in an appropriate format (Excel for example)
- Reconciles transactions by comparing and correcting data
- Maintains database by entering, verifying, and backing up data
- Follow-up with respective National Associations/Clubs on their Overdue Payable cases on a periodic basis.
- Report any non-compliance to Head of Club Licensing

2. Support the Head of Club Licensing implementation and monitoring of Financial criteria

- Consolidate and analyse financial data (audited financial statements, budgets etc).
- Verifying and making sure that Clubs and National Associations have considered and reconciled such information in their licensing decisions
- Informing the Head of CL regarding any breaches of financial criteria for appropriate follow-up action
- Identify and propose educational plans for MAs based on the breaches noticed in implementing financial criteria
- Coordinate workshops and other activities related to the implementation of financial criteria in coordination with relevant Units of the AFC
- Manage all inquiries from National Associations regarding the principle and operation of financial criteria in Club Licensing
- Remind National Associations of all the relevant deadlines and information in Club Licensing

3. Create Financial Analysis Reports

- Collect, assemble and summarize data to structure sophisticated reports on financial status of football clubs
- Track and determine financial status by analysing actual results in comparison with forecasts
- Develop, communicate, and manage requirements for reporting and finance system enhancements
- Analyse the football and non-football activities trends with the support from external consultants if needed

4. Any other tasks as requested by the Head of Club Licensing appropriate to the experience and skills of the CL Administrator.