

Job title:	Finance Manager
Salary:	£28,500 - £32,000 (pro-rata full time equivalent)
Hours of working:	Part time, three days a week (22.5 hours). We have a flexible approach to working, balanced with business need
Persons responsible to:	Managing Director
Persons responsible for:	Finance Assistant
Location:	Home working with a requirement to be in the office (Edgbaston, Birmingham) for at least one day per week.
Special conditions:	Casual car user allowance for business travel only. Attendance at meetings/events may be required outside of normal office hours in which case reasonable notice will be given.
Job closing date:	Tuesday 21 st September 2021 at 5pm
Interview date:	Monday 27 th September 2021

Job Purpose and Summary

This is an exciting opportunity for a qualified accountant to lead the finance function of one of the leading sports training and management companies in the sports sector. We are seeking someone who can manage the finances of the two companies under the Sport Structures brand. The Community Interest Company and Limited Company work together to provide an excellent service to provide education and training alongside consultancy work to a board range of partners in the community sport sector.

The position of Finance Manager will be an integral part of the team and the successful applicant will be responsible for the day to day running of the finance function and will work closely with the Directors and Senior Managers. The successful applicant will be responsible for the efficient co-ordination and maintenance of the companies' accounts, ensuring the smooth operation and financial compliance of the companies. The companies are VAT registered so an understanding of VAT or willingness to learn, is essential.

Duties and responsibilities:

1. To lead the finance activity within the two companies, managing all accounting and finance activities, and ensuring ongoing financial viability.
2. To assist in preparing annual budgets and budgets as required across the two companies.
3. To provide monthly financial information to the Directors, including profit and loss, balance sheet, cash flow forecast, creditors and debtors and project/departmental analysis.
4. To produce monthly and quarterly management accounts along with end-of-year reports.
5. To work closely with an external chartered accountant to ensure the timely production of statutory accounts.
6. To manage online banking facilities and credit card facilities.
7. To manage transactions via the website via our payment gateway.
8. To monitor Companies House and HMRC records and submissions.
9. To prepare and submit quarterly VAT returns.
10. To ensure financial compliance of the companies including operating within VAT limits.
11. To maintain the fixed assets register, including recording acquisitions and disposals, and process annual depreciation charges.
12. To monitor and manage monthly processes including accounts receivable, payable, payroll and support with project reconciliations where required.
13. To produce financial reports such as the monitoring of loans, recovery and correspondence with debtors.
14. To provide financial information for tender, apprenticeship, and other funding applications.
15. To regularly review and develop the Financial Procedures.
16. To oversee our service contracts with our providers and support negotiation of new contracts.
17. To support the managing Director in managing staff leave entitlement.
18. To undertake appropriate training and development opportunities
19. To promote equality, diversity, and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
20. To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
21. To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist

the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities, and aptitude.

Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you will have passion and a commitment to getting things done while always placing the ‘customer’ at the center of everything you do. Above all you must demonstrate the following qualities, skills, and experience:

	Experience	Essential (E) Desirable (D)	Assessment method
1.	Qualified accountant or working towards qualified accountant qualification	E	AP/I
2.	Experience of setting, managing, and monitoring budgets and preparing accounts information	E	AP/I
3.	Experience in producing annual statutory accounts	D	AP/I
4.	Experience in producing management accounts, financial reports and analysis along with VAT returns	E	AP/I
5.	Experience in working in small or medium sized business	D	AP/I
6.	Experience of supporting funding / tender applications	D	AP/I
7.	Experienced and proficient in using computerised accounting software (Sage or Xero) and competent in the use of Microsoft Office.	E	AP/I
8.	Experience in developing and improving financial management systems and procedures	E	AP/I
Skills & Abilities			
9.	Ability to communicate complex financial information to a range of different audiences, including non-financial members of staff	E	AP/I
10.	The ability to think, plan, and manage own workload	E	AP/I
11.	Ability to make good decisions under pressure, and deliver within tight time and budget constraints	E	AP/I
12.	Ability to be flexible and adaptable, with experience of working in fast paced environments	E	AP/I
13.	Ability to work independently and as part of a team	E	AP/I
14.	Ability to demonstrate excellent attention to detail and have strong analytical skills	E	AP/I
15.	Excellent organisational, interpersonal and communication skills	E	AP/I
16.	Ability to negotiate, influence and persuade individuals/groups	D	AP/I
Knowledge & Understanding			
17.	An understanding of the use of accounting software to present financial information accurately and in a timely way	E	AP/I
18.	Up to date understanding of management accounting principles and techniques	E	AP/I
19.	Understanding of companies house legislation, tax and VAT requirements.	D	AP/I
Key	AP – Application form, I – Interview		

The interview panel will determine the priorities of the elements of the person specification.

We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

Sport Structures was formed in 2002 with the aim of providing high quality, cost effective consultancy, management, and administration services to sports organisations. Our vision is: *To lead the sector by inspiring, creating and delivering opportunities that meet individual and organisational aspirations.*

The company has evolved considerably since its evolution, increasing the range of products and services on offer with new business areas emerging thanks to the considerable knowledge and experience within the senior team. The company is underpinned by a strong graduate training and development approach. We have a defined mission:

In developing people and organisations in the sport and physical activity sector, we will:

- *Deliver high quality products and services.*
- *Develop solutions that drive change and maximise impact.*
- *Provide accessible learning and development opportunities.*

We hold our values very highly in reflecting how we operate:

- **Passion:** *Inspired by our mission, we are driven to make a difference.*
- **Integrity:** *We commit and hold ourselves accountable to the highest standards of ethics.*
- **Excellence:** *We strive for high quality by challenging, reflecting, learning, and improving.*
- **Togetherness:** *We use the power of collective working to share, empower, educate, and innovate.*

Our offices are based in Edgbaston and we offer a professional, friendly, and supportive environment. As a company, we have a flexible approach to working to support our staff and their personal circumstances.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills, training and identify a minimum of 2 referees.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered.

Applications should be submitted to:

Katherine.Percival@sportstructures.com

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