

# AFC Bournemouth Community Sports Trust

## Job Description



<b>Job Title</b>	<b>Finance Manager</b>
<b>Reports to</b>	Head of Community
<b>Location</b>	Ferndown Office
<b>Hours</b>	Full-Time
<b>Job Description</b>	<p>This senior position will have responsibility for the finances of the charity reporting to the Head of Community (HOC) and the Board of Trustees. The successful candidate must be able to get involved in the detail with a hands-on approach from the outset, being involved in the production of management accounts, setting up a new finance team, bringing the accounting in house to become less reliant on outsourcing. There is also an opportunity to refresh systems and processes, and modernise and streamline the finance function, requiring original thinking and the ability to recruit, train and manage a finance team.</p> <p>The role will be full time and based predominantly at office in Ferndown, but some travel will be required between the office and Bournemouth and has the potential to be required for meetings in London.</p> <p>The successful candidate will be part of a highly motivated team of 38 staff in varying roles from coaching and delivery staff to Marketing and Senior Managers all based in the Ferndown office. The charity is an established community trust and there are plans to increase activities through significant investment. The culture is driven by the need to evolve and grow, whilst maintaining a fresh outlook on bringing the football club out to the community.</p>

<b>Responsibilities</b>	
1	Play a key part in the senior leadership team.
2	Support the HOC in developing and executing the charity's strategy, in line with the Board of Trustees expectations.
3	Assist the HOC in the establishment of a commercial aspect to the Trust, that ensures a steady stream of income alongside PL funding.
4	Work with the HOC and Project Leads to prepare an annual budget aligned with the strategy.
5	Produce monthly financial information to enable staff to manage budgets in their own departments.
6	Recruitment, management, training and development of in-house Finance team.
7	Communicate regularly with key staff to provide relevant information on financial performance, in a way that assists them in understanding performance and thus help them identify areas requiring attention.
8	Support the HOC in monitoring the financial performance of the Charity. Provide interpretation, commentary and recommendations to the HOC in connection with the charity's financial performance and related matters.
9	Ensure management accounts and reports are accurately prepared on time including commentary and variance analysis, as part of the board report to the trustees.
10	Manage financial aspects, including the monitoring of restricted and unrestricted reserves and recording of the release of funds.
11	Attend all Trustee Board Meetings to provide input on financial and company secretarial matters (including the risk register) and other projects.
12	Lead the production of all statutory accounts at year end, in full compliance with relevant accounting standards and oversee audit process.
13	Liaison with auditors throughout year and during audit
14	Ensure that all corporation tax and VAT returns are accurately completed and filed on time and that all associated payments made, if applicable to the charity

15	Preparation of monthly payroll and year end payroll returns. Ensuring that the charity is at all times compliant with PAYE law and regulations, and that all payments and returns to HMRC and the pension scheme are made on time.
16	Lead the development of appropriate procedures and systems, manual and computerised, for use throughout the charity.
17	Perform company secretarial duties maintaining and updating all records with Companies House, the Charity Commission (including online records) and the charity's own risk register.
18	Oversee the management of external supplier contracts, monitoring renewal dates and delivery, ensuring high performance, and advising on cost saving strategies
19	Ensure the appropriate policies and procedures are in place to ensure robust financial monitoring and management
20	Seek best value, through competitive tendering from suppliers.
21	Review IT systems, in liaison with club IT Department, to meet the charity needs.
22	Other ad-hoc projects that add value to the charities' activities, processes and procedures

Person Specification		Essential	Desirable
1	CIMA qualified or equivalent professional experience		
2	Knowledge of the charity sector		
3	Experience of leading people and teams, and training junior team members		
4	Significant experience of preparing monthly management accounts, annual accounts, budget preparation, forecasting and monitoring		
5	Experience in process improvements, change management and project management		
6	A proven ability to be "hands on" as required. It is a small charity, and the candidate will be expected to be able to get involved in the detail when needed to support less experienced team members		
7	Good working knowledge of HMRC in respect of PAYE/NI and VAT regulations		
8	Good communicator (written and oral), able to take key messages from data and communicate them clearly to trustees, HOC, club and staff		
9	Experience of securing grants, sponsors, commercial partners, corporate or charitable donations		
10	Knowledge/experience of grassroots football		

AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications for all sectors of the community (Equality Act 2010).

AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants, and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures when requested and contributing to the maintenance of the AFC Bournemouth's environment. To do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will always project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

AFC Bournemouth Community Sports Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As this role involves direct access to young persons under the age of eighteen, within the context of the job or any

subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.