**Job Description**

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| **Name:** | **Job Title:** Head of Finance & Governance |
| **Last Updated:** 19 May 2025 | **Reporting To:** CEO |
| **Hours:** | **Place of Work:** Winchester / Hybrid |

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| ROLE PURPOSE Lead the day-to-day accounting, financial management and governance of the charity. Responsible for providing strategic financial leadership to the Chief Executive, the Board of Trustees and Sub-committees. |

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| **ROLE DIMENSIONS**  Working as part of and contributing to the Senior Management Team activities.  Ensure effective communication with the Board of Trustees to support the strategic financial management and governance of the organisation. Attends regular meetings with Board of Trustees and subcommittees (approx. 10 per annum).  Finance, accounting and budget management for Energise Me over all projects and income streams ensuring compliance with financial standards, charity law and the UK Sports Governance Code.  Line management responsibility for one direct report – Finance & IT Manager. Key contact for the external administration support contractor.  Procure and manage relationship with external auditors, advisors, outsourced payroll providers, banking and investment providers, and other contracted services as required.  Ensure compliance with applicable tax laws (e.g. VAT, PAYE).  Procure and manage financial and admin IT systems.  Mentoring and development support for other team members and colleagues as required. |

**MAIN DUTIES & RESPONSIBILTIES**

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| **Key Result Area** | **Key Tasks** | **Success Measures** |
| Managing & Building Strategic Level Relationships with Key Organisations and People | Establish and nurture effective internal and external relationships with internal members of Energise Me, such as team members, Board of Trustees and external stakeholders such as Sport England, Charity Commission, and other regulatory bodiesManage the relationship with our external contractor who provides secretarial support to the charityPlan and co-ordinate annual audit and prepare Energise Me’s annual accounts. Manage external auditors and be the main point of contact for Auditors. Ensure accounts are filed with the Charity Commission on time. Lead audit tender process at least every three years.  * Manage the relationship with the banking provider * Manage the Charity’s externally invested portfolio * Plan, prepare and present information for Board meetings as appropriate * Manage outsourced payroll and ensure charity employees are paid accurately and on time * Manage personnel requirements of the charity, including employee records, pay details, holiday entitlement records | * Strong internal and external relationships to ensure the smooth running of the financial and operations of the business |
| Financial Reporting, planning, investment and Budget Management | * Manage Energise Me’s financial and accounting functions and related policies, ensuring compliance with all relevant standards, regulations and procedures (Charity Commission guidelines, HMRC and financial regulations). * Ensure that the charity’s financial policies and procedures are up to date and fit for purpose.  To manage the financial aspects of contracts and other arrangements with service contractors, funders and partners ensuring accurate and timely reporting e.g., completing claim forms for grants, submitting financial returns and reports.  * Produce and present regular management and financial reports as required for the Chief Executive and Board of Trustees. * Plan and lead the Finance & Audit and People & Performance Committees. * Manage relationship with insurance providers and ensure the Charity has adequate insurance cover * Prepare the annual budget, support the creation of budgets for specific projects and support the creation of a three-year financial strategy. * Support the trustees to strategically plan and track financial investment from unrestricted reserves to support the delivery of the WCBA strategy | * Financial stability and budgets are managed effectively and in line with overall target/costs. * Working with the Board to identify and manage any financial risk to mitigate operational risks * Trusted contact for team members, external business contacts and suppliers * Timely and professional support is provided to team members to secure additional funding as required |
| Accountancy Day-to-Day Management | Exercise strong financial and budget monitoring including preparing quarterly management accounts including balance sheet and SOFA  * Ensure information on the Xero accounting software is accurate and up to date, and review bank reconciliation between Xero and the online bank account * Responsible for ensuring financial data is optimally structured and financial IT systems are fit for purpose * Responsible for effective implementation of financial controls within Energise Me and maintain financial procedures which support the effective operation of the charity. * Ensure prompt and efficient completion of monthly, quarterly and annual returns as required, including submission of end of year returns to the Charity Commission, Sport England and other regulatory bodies. * Complete VAT returns (if appropriate) and ensure compliance with HMRC payroll submission requirements * Ensure income is received in full- and on-time including claiming funds from grant-making bodies by overseeing all financial transactions, invoicing and credit control. * Authorise purchase orders, invoices and payments to suppliers. Authorise payroll payments and all other external payments. | * Financial stability and budgets are managed effectively and in line with overall target/costs. |
| Line Management | Lead, empower, support, develop, coach and mentor the Finance & IT Manager and other team members as required across the organisationManage recruitment, onboarding and performance management for direct reports and other team members as required | Direct report and team members are motivated, engaged and performing well in their role |
| Policies | * Act within Energise Me’s stated values and comply with our policies and procedures. * Ensure that Safeguarding and Health and Safety (including Risk Assessment) policies are adhered to and concerns are raised in accordance with these policies. * Maintain a confidential, sensitive and discreet approach to personal and organisational information, ensuring compliance with relevant data protection legislation * Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider * Keep up to date with developments within Finance and Governance * Developing policy and strategy for Energise Me IT support, maintaining the relationship with the external provider, AirIT * Ensure the organisations risk register is updated twice a year and reviewed by the Board * Undertaking due diligence on relevant policies and procedures to comply with the UK Sports Governance Code, Charity Commission, employment and other legislation. Co-ordinate or author necessary changes to policies. * Support the charity to fulfil all its statutory and regulatory responsibilities. | * Policies are supportive of the overall Strategic plan and are legally compliant with regular and ongoing due diligence being undertaken |
| Other Requirements | * Be flexible in undertaking additional duties commensurate with the role as required. |  |

**PERSON SPECIFICATION**

**(Desirable and Essential Skills and Experience required for the Role)**

| **Description** | **Requirements** |
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| **Experience** | **Qualified Accountant (CIMA, ACCA , CIPFA or ICAEW)**  Significant financial management and financial administration experience with proven track record of achievement (i.e., timely and accurate monthly and annual accounts, grant & contract management, balance sheet reconciliations, budget setting, forecasting, cash flow, bank reconciliation, purchase ordering, invoicing).  Experience of administrating and managing outsourced payroll.  Charity Accounting experience  Experience of working at Senior Management Level/Leadership Level |
| **Knowledge** | Good understanding and working knowledge of Xero accounting package or similar.  Good understanding of accounting policies.  Knowledge of The Charities Statement of Recommended Practice (SORP), charity law and VAT (including partial exemption).  Knowledge of data protection policy and legislation and its practical application.  Understanding of equality and diversity, and its practical application |
| **Skills** | Good working knowledge of Microsoft Office, advanced Excel skills and knowledge of accounting packages e.g., Xero / Sage.  Understanding of data management.  Able to work under own initiative, problem solve and find solutions.  Good written and verbal communication skills. |
| **Values** | Ability to demonstrate an understanding of and connection with our organisational values:   * **Curious** about what stops people from being active * **Open** to different ideas and perspectives * **Creative** in how we do things and who we work * **Bold** in taking risks and speaking out about the things that need to change |
| **Personal Attributes** | Excellent time management with the ability to effectively oversee and manage a wide range of tasks and priorities.  A calm and professional working attitude with strong interpersonal skills to establish and maintain good working relationships.  Strong attention to detail and analytical skills including the ability to think critically and make clear decisions.  Ability to communicate effectively on a one-to-one basis, in groups, through presentations and through formal reports.  Ability to assess priorities, work to strict deadlines and to work independently and as an effective team member.  Flexible and adaptable to the needs of the business. |
| **Other (e.g. requirement to travel for the role)** | Interest in sport and physical activity for health. |