

FINANCE DIRECTOR

Responsible To:	CEO
Member Of:	Senior Leadership Team
Type of Contract:	Part Time
Hours of Work:	21 hours (3 days per week, or flexible Mon-Fri)
Location:	Flexible home working available with regular Board and Team meetings in London (approx. 2 days per month)
Holidays:	Pro-rata 25 days per year plus bank holidays
Salary:	Circa £60K pro rata

1. JOB OVERVIEW

The Finance Director has a pivotal role in managing and overseeing the financial and revenue generating operations of British Fencing. Reporting to the CEO, the primary responsibility of the Finance Director will be to ensure the effective and efficient financial management of the British Fencing, providing strategic financial guidance and operational execution to support its mission and objectives. They will lead efforts to drive financial sustainability and accountability throughout the organisation.

2. KEY RESPONSIBILITIES

2.1 FINANCIAL

- A. **Financial Strategy:** Support development and lead implementation of a comprehensive financial strategy aligned with British Fencing's mission, goals, and contractual, governance code and regulatory requirements (including those as set out by Sport England and UK Sport).
- B. **Budgeting and Forecasting:** Oversee preparation of monthly budget reports and ensure an effective ongoing budgeting and forecasting process is operated by senior budget holders. Lead the annual budgeting process, ensuring accurate financial forecasting and cost-effective resource allocation across all departments.
- C. **Financial Reporting:** Oversee preparation of timely and accurate financial reports, including monthly, quarterly and annual financial statements, for the executive team, Board of Directors, and other stakeholders including Sport England and UK Sport quarterly returns. Ensure reporting meets compliant standards with statutory law and financial regulations

- D. **Cash Flow Management:** Oversee cash flow planning and debt collection, monitoring, and reporting to ensure adequate liquidity for British Fencing's operations and strategic initiatives.
- E. **Financial Analysis:** Conduct financial analysis, provide insights, and make recommendations to support informed decision-making by the executive team and Board. Creating reports (annual and monthly) which identify results, trends and forecasts.
- F. **Funding and Grants:** Manage relationships with financial leads of funding bodies, sponsors, and grant providers, ensuring compliance with funding agreements and reporting requirements.
- G. **Audits and Compliance:** Coordinate and manage internal and external audits, ensuring compliance with financial regulations, accounting principles, and governance policies.
- H. **Financial Control:** Overseeing all day-to-day delivery of accounting operations - this includes Billing, Accounts Receivable, Accounts Payable, General Ledger, Cost Accounting, Inventory Accounting, Revenue Recognition and maintaining the Fixed Asset Register. Ensuring all transactions are recorded, filed and reported properly.
- I. **Payroll:** Oversee the monthly payroll process, working in conjunction with the business's outsourced payroll bureau
- J. **VAT:** Oversee the quarterly VAT process
- K. **Process improvement:** Streamlining and improving all operations and accounting processes
- L. **Governance:** Liaising with the Chair of the AGRC, provide leadership and management of the AGRC work programme, ensuring that all reporting and paperwork is prepared for AGRC meetings, minutes recorded and actions actively managed.
- M. **Team Leadership:** Provide guidance, mentorship, and development opportunities to the finance team, fostering a high-performance culture and promoting continuous improvement.
- N. **Staff:** Supervising and managing the two financial team staff members
- O. **Commercial:** Working closely with the Commercial Director to support implementation of a comprehensive commercial strategy aligned with British Fencing's overall goals and objectives. Ensuring that revenue targets are in place and monitored to deliver against budget.
- P. **Contract Negotiation:** Input into the negotiation and finalising of major contracts, agreements, and partnerships with clients, vendors, and other external parties. Ensure that all contracts are financially sound, align with the BF's objectives, and mitigate potential risks.
- Q. **Corporate Contract Management:** Senior management lead on corporate contracts for outsourced HR, IT and Membership Management system ensuring that contracts deliver value for money and costs are controlled.

2.2 GENERAL

- A. **Organisational Leadership:** Working with the CEO to foster a high-performing culture in line with the values of British Fencing and promoting continuous improvement.
- B. **Senior Management Support:** Set clear expectations of budget holders and support cross departmental implementation of financial management processes.
- C. **Team Leadership and Development:** Oversee a high-performing finance team, providing mentorship, guidance, and support. Set clear performance expectations, facilitate professional development opportunities, and promote a culture of collaboration and

accountability. Foster a positive and motivating work environment that encourages innovation, creativity, and the achievement of individual and team goals.

- D. **Stakeholder Engagement:** Collaborate with internal and external stakeholders, including government bodies, funding agencies, key clients/customers and partners, to build strong relationships and support financial and organisational objectives.
- E. **Risk Management and Compliance:** Identify and manage financial, commercial and governance risks, ensuring compliance with relevant laws, regulations, and industry standards. Develop and implement appropriate risk mitigation strategies, such as contract management protocols, insurance coverage, and legal support, to protect the BF's interests and reputation.
- F. **Collaboration and Communication:** Foster effective communication and collaboration across departments, ensuring alignment and synergy between finance, governance and commercial activities and other functional areas. Collaborate with internal stakeholders to leverage expertise, optimise resources, and drive cross-functional initiatives that support BF's overall objectives.

2.3 ORGANISATIONAL RESPONSIBILITIES

The post holder shares with all colleagues the responsibility to:

- Promote the values of British Fencing – Honesty, Respect and Excellence
- Drive continual efforts to improve the working culture and lead positive employee, member and stakeholder relations across BF as a whole
- Comply with all appropriate Safeguarding policies and promote best practice in this area
- Co-operate with measures introduced to ensure there is equality of opportunity in employment and sports equity
- Ensuring that the working environment is inclusive, free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour
- Comply with all aspects of BF Policy, including and not limited to Data Protection, Health and Safety Policy and Arrangements, raising any associated issues and risks
- Comply with all aspects of any codes of conduct that might apply by virtue of the BF having a presence in facilities operated by third parties

3. PERSON SPECIFICATION

Essential Experience

- Qualified Accountant (ACA,ACCA,CIMA) with significant relevant senior post-qualification experience
- Demonstrated experience in and knowledge of strategic financial planning and best practice execution
- Evidence of working with and contributing to a team environment
- A flexible and proactive approach in a small team
- Demonstrable effective stakeholder management working

Essential Skills

- Strong knowledge of financial accounting principles, budgeting, and financial analysis and a proven ability to successfully manage complex budgets in tight financial situations
- High proficiency in financial management software and advanced MS Excel skills.
- Outstanding communication and interpersonal skills and the ability to establish positive working relationships with senior stakeholders, professional and other organisations, elected members, partners, community members and employees to generate confidence, trust and respect
- Excellent leadership and management abilities, with a track record of motivating and developing high performing teams, fostering a positive organisational culture
- First-rate planning skills with the ability to devise, plan and execute work plans to deliver an organisation's strategic objectives.
- Self-motivated with a commitment to excellence, strong analytical and problem-solving skills underpinned by a keen attention to detail.
- Ability to work under pressure, meet deadlines, and adapt to a dynamic and fast-paced environment.
- A creative, problem-solving mindset and a can-do attitude

Desirable Skills

- An understanding of NGBs and the sports system in the UK
- Experience of working in a not for profit organisation
- Interest and passion for sport
- Capability and willingness to support other work areas within the wider National Governing Body as required

This job description and person specification are not to be regarded as exclusive or exhaustive. This document is intended as an outline indication of the areas of activity and behaviours most pertinent to the role, and will be amended and evolved in light of changing needs of the organisation.

4. ADDITIONAL INFORMATION

Hours: British Fencing prides itself on supporting a positive work life balance, is keen to support agile and remote working. While maintaining a good work life balance, this role will require flexibility and to reflect the needs of the organisation and to ensure core objectives are achieved. Whilst the majority of working hours will fall between 9am and 5pm, occasional evening and weekend work may be required.

Equal Opportunities: British Fencing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Safeguarding: The organisation is committed to safeguarding and promoting the welfare of the users of its services and expects all staff, players and volunteers to share this commitment.

Training: You will be required to undertake any appropriate training and development as required, including Health and Safety, Data Protection, Safeguarding and EDI.

Application Process: Your CV should be submitted along with a cover letter explaining why you're a great fit for the role should be submitted via our careers hub before 12pm on 17 February 2023. Interviews to be held ASAP. Candidates who require a reasonable adjustment to enable them to fully participate in our recruitment processes should contact the xx before interview.

About Us: British Fencing is a membership organisation with 10,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. Our members are the fencers, clubs, coaches, referees and countless volunteers who make up British Fencing community. We aim to support them on every step of their development journeys, helping realise goals in a safe, enjoyable respectful environment. We support all ability levels: assisting new beginners, recreational fencers as well elite international, Olympic and Paralympic athletes. We understand the vital importance of accessibility, inclusivity and diversity, which we actively promote through our programmes. We believe that fencing is for everyone and through our social impact programmes, aim to deliver positive impact on people's lives.