

Job Description

Job title	Head of Finance & Commercial Services
Reports to	Director of Finance
Grade	5
Directorate	Finance & Quality
Line reports	Finance Manager Major Events & Commercial Services Manager
Term	Permanent

Job purpose

The Head of Finance & Commercial Services is responsible for leading both the Finance & Commercial Services teams. The role works closely with the Director of Finance, together with the wider Finance & Quality Directorate, and line manages both the Finance Manager and Major Events & Commercial Services Manager.

Job facts and figures

- UKAD generates £3.5m of commercially generated income from the delivery of contracted testing, education services and consultancy support. Commercial Services support the wider organisation by providing the strategic framework, procedures and policies in which to operate, together with the generation and delivery of existing and new business development and commercial opportunities.
- The UKAD Finance team are responsible for all UKADs financial processes, procedures, and controls, providing high quality, customer focussed, and proactive support to both internal and external customers
- The Finance team ensure compliance with internal and external reporting deadlines, both UKAD and Department for Digital, Culture, Media and Sport (DCMS) policies and procedures, together with statutory compliance.

Key result areas

- Overall day to day responsibility and management of both the Finance & Commercial Services teams (currently 4 staff)
- Lead on the continued development and implementation of UKADs commercial strategy, providing support and assistance to the Commercial Services Manager, ensuring policies, procedures, and new business development opportunities are implemented to agreed deadlines

- Provide technical expertise to the Finance team, and the wider organisation, to ensure the continued development of the control environment, ensuring best practice for financial reporting, and compliance with current and future developments in statutory obligations
- Lead the Finance team in providing regular, and ad hoc, high quality management reporting and information in accordance with agreed timetables
- Lead on the preparation of the annual budget
- Lead, and advise, on UKADs continued tax compliance, including VAT procedures and quarterly VAT return submission
- Support the development of UKADs current, and future, financial systems including Focal Point, Select Pay and Access Dimensions. Oversight, and supervision, for system upgrades and implementations
- Lead, and enhance, internal financial controls, procedures and processes, continually looking to improve the financial control environment
- Supplier management, ensuring compliance with UKAD procurement policies and controls
- Lead the review and variance analysis of monthly management accounts, working together with the Director of Finance, Finance Manager & budget holders
- Provision of regular monthly and quarterly financial information and analysis to DCMS, UKAD Audit & Risk Committee, and UKAD Board
- Supervision and oversight for the preparation and audit of the Annual Report and Accounts
- Liaison with external stakeholders, including HMRC, LPFA and NEST
- Liaison with Directors and Managers including quality assurance
- Maintain, develop, and enhance internal and external relationships, including suppliers, internal and external Auditors, and DCMS
- Line Management of the Finance Manager and Major Events & Commercial Services Manager, including annual objective setting, appraisals, regular one to ones, and mentoring
- Overall responsibility for all operational Finance and Commercial Services areas and where necessary provide cover for
- To undertake any other duties that may be reasonably required
- Delegate for Director of Finance as and when required, together with providing cover for both the Finance Manager and Major Events & Commercial Services Manager as and when necessary

Key internal and external contacts

- Directors, Heads, Managers and Finance team
- Internal and external auditors
- DCMS
- Bank
- Access Group for accounting packages

- Doping Control Personnel and National Trainers
- National Governing Bodies of Sport
- External suppliers

Person specification

Qualifications/experience/knowledge

- A highly organised, personable, and approachable individual with a can-do attitude, who copes well under deadline pressure
- Relevant professional accounting qualification (ACCA/CIMA/CIPFA)
- Demonstrable experience of working at Head of Finance level or similar in a small to medium sized organisation
- Demonstrable people management experience including development and motivation of team
- Production of management and statutory accounts
- Desirable - both experience within Government Accounting and a commercial environment
- Experience of providing financial information to non-financial managers
- A technically strong accountant, with the ability to see the bigger picture and how this translates to day to day operational activity
- Proven experience of building excellent working relationships with non-financial members at all levels of the organisation
- High level of technical competence and a keen eye for financial detail
- A passion for, and knowledge of, sport is desirable

Skills

- Ability to prioritise own workload in order to meet set deadlines
- Provide a customer service approach to the Finance & Quality Directorate, and wider internal and external customers, with a flexible attitude
- Effectively manage time and resources
- Strong team player, with a hands on attitude to support other team members as required
- Strong written and oral communication skills
- Excellent analytical skills and advanced Excel skills

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with International colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.