

Job Description

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

Job purpose

The Head of Finance is responsible for leading the Finance team. The role works closely with the Director of Finance and the Commercial Services Manager, and line manages the Finance Manager.

Job facts and figures

- UKAD's annual income of approximately £12m is received through a combination of Government Grant-in-Aid and commercial income generated from the supply of contracted testing, education services and consultancy support
- 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
- UKAD's 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

Key result areas

- Overall day to day responsibility of the Finance team (currently 3 staff)
- Work closely with UKAD's Commercial Services Manager to provide support, assistance and guidance, ensuring the continued development of UKAD's commercial services, including policies, procedures, and new business development opportunities

- 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
- Overall responsibility for all operational finance areas and where necessary provide cover for
- 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
- Manage and develop UKADs current, and future, financial systems. 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, including to DCMS and UKAD's Audit & Risk Committee
- Manage and oversee 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, including annual objective setting, appraisals, regular one to ones, and mentoring the wider Finance team
- To undertake any other duties that may be reasonably required
- Delegate for Director of Finance as and when required, together with providing cover for the Finance Manager

Key internal and external contacts

- Directors, Heads, Managers and Finance team
- Internal and external auditors
- DCMS
- Bank
- External software provider 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)
- Desirable - demonstrable experience of working at Head of Finance/Financial Controller level in a similar sized organisation
- Demonstrable people management experience including development and motivation of a team
- Experience of producing both 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, maintaining a high quality delivery with strong attention to detail
- A team player, with a hands-on attitude to support other team members as required
- Excellent written and oral communication skills
- 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.