

The Role and Responsibilities of the Finance Manager

Responsible to: Head of Operations

Direct reports: None

Responsible for: Supporting strategic business decisions by providing accurate, timely, financial information and ensuring compliance with regulatory and statutory requirements.

Key tasks will include:

- Accurate processing and reconciliation of all financial transactions to Iplc, using the partial exemption VAT basis.
- Preparation of payment runs, ensuring accuracy and approval as per company procedures.
- All aspects of the accounts receivable process, from raising sales invoices to debt recovery.
- Maintain effective financial controls to ensure compliance with accounting standards, tax regulations and company policies, providing constructive feedback to evolve and improve internal processes.
- Coordinate and support annual budgeting and forecasting cycles, providing commercial analysis and challenging where appropriate.
- Prepare quarterly management accounts and provide variance analysis and insights to senior management.
- Support year-end accounts preparation and external audit processes.
- Identification of opportunities to improve efficiencies and liaison with suppliers to achieve best value.
- Work closely with other departments to complete special projects and reports to improve financial understanding across the business.

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

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	<p>Educated to degree level in finance, or qualified by experience within a finance function for a minimum of three years</p> <p>A strong proficiency in English and mathematics</p>	<p>An understanding of athletics or other sport</p>
Work and other experience	<p>Strong knowledge and experience of Iplcic (or similar accounts package), MS Excel, MS Outlook and MS Word</p> <p>An excellent understanding of accounting principles and knowledge of accounting processes</p> <p>Demonstrable experience in a similar role</p>	<p>Knowledge of the Scottish sporting landscape</p>
Skills	<p>Sound knowledge of the principles of VAT</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p> <p>Demonstrable analytical and problem-solving skills, with the ability to use initiative to identify and resolve issues</p> <p>A well organised team player with ability and willingness to influence and guide others</p> <p>Ability to plan, manage and deliver multiple projects successfully and demonstrate a flexible and responsive approach to work demands of business and stakeholder needs</p>	<p>Knowledge and application of partial VAT exemption</p>
Disposition and personal qualities	<p>Self-disciplined with ability to work effectively remotely with a minimum of supervision</p> <p>Innovative and forward-thinking with a positive attitude taking ownership of tasks and problems</p> <p>Reliable, trustworthy, numerate, and highly organised with a proven track</p>	<p>Evidence of continuous professional development</p> <p>Experience of successfully developing and maintaining effective relationships with stakeholders</p>

	record of achievement Conscientious with a demonstrably high level of accuracy and attention to detail	
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