



JOB DESCRIPTION

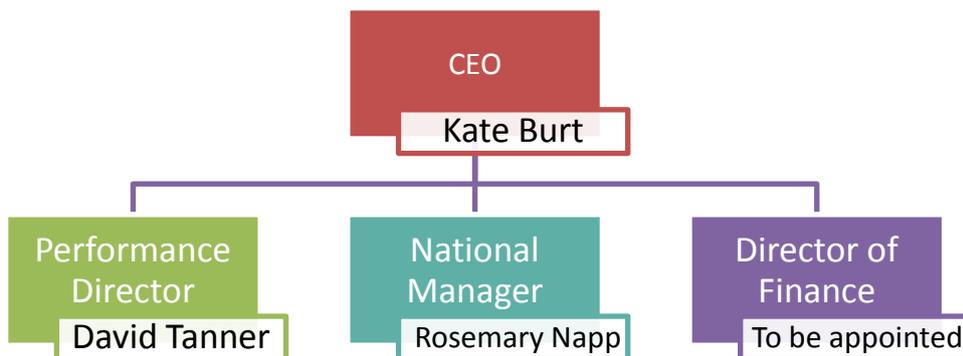
POSITION TITLE:
Director of Finance

DEPARTMENT:
Finance

SUPERVISOR TITLE & NAME:
CEO – Kate Burt

SALARY BAND:
circa £70k

BRITISH ROWING – SENIOR MANAGEMENT TEAM



i. The Organisation

British Rowing is the governing body for the sport of rowing. It is responsible for the training and selection of individual rowers and crews representing Great Britain, and for participation in and the development of rowing and indoor rowing in England. The organisation is structured as a company limited by guarantee and represents rowing's interests on the British Olympic Association (BOA), the British Paralympic Association (BPA), the Sport and Recreation Alliance (SRA), UK Sport, Sport England, government and non-governmental agencies and many other partner organisations. The sport is in excellent health, with GB being the lead nation in the sport; it has 29,000 individual members across the country and 550 affiliated rowing clubs.

British Rowing has an Honorary Treasurer who helps to oversee the finance function and a Finance Committee, drawn from the Board, which scrutinises financial matters prior to their submission to the full Board.

ii. The Role

The accounts for the year ended 31 March 2012 were signed in early July and there were no problems of any significance noted by the auditors. The turnover for 2011 was £11 million. The accounting function is very stable and the current Financial Controller has been in the position for more than 10 years. He is now planning to retire once a suitable replacement has been found, but will continue in a part time role to ensure an orderly handover. British Rowing is amongst the best of the British sports bodies in terms of governance. The organisation has recently approved a new structure for its governance and appointed a Chief Executive.

Based at British Rowing's Head Office in Hammersmith, the Director of Finance will report to the Board and the Chief Executive and will be part of the Senior Management Team. He/She will act as Company Secretary but will not be a member of the British Rowing Board. He/she will be expected to take the financial reporting and accounting procedures forward so that they remain amongst the best in the sector and provide all of the information needed for the new Board to exercise its financial governance function and for forward financial strategy planning. There will also be reporting to the Council of British Rowing, to the funding bodies and special projects for the Chief Executive. The role will also involve liaison with the international department, which selects and manages the international crews, and the national department, which is responsible for development of the sport within Great Britain.

iii Responsibilities & Tasks

- Development of reporting and systems.
- Preparation of:
 - management accounts and financial reports;
 - VAT returns;

cash flow forecasts and cash and investments management
 statutory financial statements and supporting working papers for external auditors.

- Formulation of annual budgets and income & expenditure forecasts
- Provision of assistance to the operating departments.
- Provision of assistance to and special projects for the CEO.
- Maintenance of day to day accounting records to a high standard of accuracy and integrity.
- Payment of suppliers and employee expenses.
- Oversight of income and expenditure budgets for major events run by British Rowing.
- Dealing with suppliers and customers to resolve complaints.
- Operation and control of online banking system to effect payments, to monitor bank accounts and to reconcile cash balances at least monthly.
- Management of HR function and Building Services.

iv Profile

- E Essential (must have)
 D Desirable (asset)

Experience & skills	
i) ACA, ACCA or CIMA full qualification	E
ii) 5+ years working in finance officer role	E
iii) Understanding of sport sector	D
Competencies/personal attributes	
i) Co-ordination & ability to organize differing priorities	E
ii) Ability to work both alone and closely with team	E
iii) Self starter	E
Technical skills	
i) Experienced in standard accounting package	E
ii) Competent in Microsoft programmes	E
iii) Experience of Sage	D

v How to apply

British Rowing is an equal opportunities employer and would welcome applications from a fully diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

To apply candidates should send the following:

- Letter of application highlighting your motivation for the post and relevant experience;
- Up to date curriculum vitae;
- Details of current remuneration.

Applications should be sent by email to pippa.randolph@britishrowing.org

Or by letter to:

Pippa Randolph
British Rowing
6 Lower Mall
London W6 9DJ

Closing date for applications: Tuesday 28th August 2012
Interviews to be held: TBC