



Job Description

Financial Controller

TEAMWORK | OPEN TO ALL | COMMITMENT



Job Title	Financial Controller
Reports to	Chief Operating Officer (COO)
Directorate	Operations
Place of Work	Hammersmith Headquarters, London

Job Purpose

The Financial Controller leads the Finance Team and reports into the COO. This is the key role in the finance team with full responsibility for the accounting operations of the business. Integral to the business, the Financial Controller will actively contribute to the successful strategic planning and financial controls of British Rowing.

Responsibilities

- Managing all day to day accounting operations - this includes Billing, Accounts Receivable, Accounts Payable, General Ledger, Cost Accounting, Inventory Accounting, Revenue Recognition and maintaining the Fixed Asset Register
- Management of the monthly payroll process, working in conjunction with the business's outsourced payroll bureau
- Management of the quarterly VAT process
- Working with the COO to coordinate the preparation of budget and financial forecasting and reporting any variances
- Preparing and publishing the monthly management accounts for all 3 companies
- Preparing all returns required by our external funders Sport England and UK Sport
- Preparing monthly budget reports and acting as a business partner to other Directorates
- Creating reports (annual and monthly) which identify results, trends and forecasts
- Ensuring all transactions are recorded, filed and reported properly
- Making sure reporting meets compliant standards with statutory law and financial regulations
- Coordinating the management of cash flow, debt and debt collection
- Streamlining and improving all operations and accounting processes
- Supervising and managing the two financial team staff members
- Overseeing the audit process for Group and Company accounts and liaising with external personnel where required
- Support the business with the financial strategy and decision-making processes
- Helping the COO in presenting reports for the Finance Committee, Audit and Risk Committee and the Board
- Other ad hoc tasks as directed by the Chief Operating Officer

- Present a positive image of British Rowing and the sport of rowing at all times.
- At all times consider how the role supports the strategic objectives of British Rowing.

This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Person Specification

You will be able to demonstrate the ability to lead and improve a finance team, and will drive a development in and improvement of controls and processes.

Essential

- Qualified Accountant (ACA, CIMA, ACCA)
- Impeccable personal and communication skills and proven ability to translate financial information to non-finance staff
- Confident leadership and management skills with experience of mentoring junior staff
- Strong business acumen
- Ability to influence people at all levels
- 2+ years working in a similar role
- Proven experience of delivering improvements in processes and controls
- High level of accuracy/attention to detail
- Team player
- Ability to manage competing deadlines
- Strong Excel skills
- **Desirable**
- Understanding of sport sector or not for profit organisations
- Experience of VAT regulations in relation to purchase and sales ledger processing: zero-rated, standard-rated, partially exempt etc.
- Sage 200 experience

Additional Information

Hours

British Rowing prides itself on supporting a positive work life balance, and the finance team 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 business and to ensure core objectives are achieved. Standard working hours are 40hrs per week.

Equal Opportunities

British Rowing 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.

About Us

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.