

Finance and Governance Relationships Partner

Salary: £40,000 to £45,000 pro rata – 25 hours per week

Overall Purpose:
<p>To ensure effective management and development of the Active Partnerships Company by ensuring the highest standards of financial, non-financial and governance controls and procedures are developed and implemented across the organisation.</p> <p>To support and promote the highest standards of financial management and governance across the Active Partnership Network.</p>
Reports to:
CEO, Active Partnerships and Finance Board Sub Committee
Main Relationships:
The Active Partnerships National Board and Team; Sport England officers and officers from other funders; Accountants and other professionals supporting the Company; Active Partnerships CEO and Business support teams in Active Partnerships.
Expected Impact and outcomes:
<p>Financial security of the organisation through effective forecasting and the development and implementation of high quality financial policies and procedures.</p> <p>The Active Partnerships Company is operating to the highest standards of corporate governance as outlined in the UK Code of Sports Governance and others relating to company and charity guidance and law.</p> <p>Smooth operation of the Active partnerships team through the development and implementation of a range of operational policies and procedures.</p> <p>Where appropriate, support is given to individuals, teams and groups of Active Partnerships to develop effective financial and non-financial policies, procedures, skills and approaches.</p>
Main Actions
<p>Financial Management</p> <ul style="list-style-type: none"> • To manage the Active Partnerships bank account providing regular reports to staff, Board and Finance sub-group. • To develop and process invoicing and payment procedures (including staff payments). • To manage the financial aspects of contracts and other arrangements with service contractors, funders and partners ensuring accurate and timely reporting e.g. completing claim forms, submitting financial returns and reports. • Provide regular, timely and accurate financial reports to the Board and sub-committees. • Assist the CEO and budget holders with the setting of annual and project budgets. • Provide for approval financial annual and five-year financial forecasts.

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- To prepare the annual statutory return and accounts in accordance with company and charity commission requirements and the applicable financial management framework.
- Manage the company's approach to financial risk bringing to the early attention of the Chief Executive, Board or relevant sub committees, any matters of concern in relation to the Company's financial position.
- Develop and maintain a robust system of internal controls together with an annual process to review and assess that these controls are operating effectively.
- Ensure office and other insurance and utility contracts are economic and meet organisational requirements.
- Manage any VAT and other tax requirements and ensure all requirements are complied with and returns completed on time and recorded accurately in the financial records.
- Manage monthly salary payments and ensure payments to staff / HMRC / pension providers are completed on time and recorded accurately in the financial records.
- Support business development and funding bids.

Governance

- Develop and keep updated a range of company policies in line with adherence to charity and company law.
- Manage the risk register by recording all the risks and ensuring relevant documentation, tracking processes and accountability actions are kept updated and carried out.
- Oversee the adherence to the UK Code of Sports Governance and make recommendations to the CEO/Board of effective Board governance practices (including governance evaluation processes).
- Provide company secretariat support to the Board and associated committees including minute taking, maintaining records, ensuring adherence to Governance framework requirements and supporting the Board to continue to develop strong Board governance practices.

Support and Guidance

- Work with Active Partnerships across the network sharing where appropriate information, processes, policies, procedures, templates etc to support the development of strong financial and governance expertise and practice across the network.
- Where appropriate and proportionate, give individual advice and support to Active Partnerships to build understanding and financial management skills.
- Where required collecting, analysing, disseminating and sharing insight, trends, opportunities and challenges which can have meaningful impact and progress nationwide thinking and practice.
- Contributing to the on-going strategic development and impact of the national Active Partnership body ensuring a collaborative, consistent and joined up approach by all team members and happy, healthy, inclusive and dynamic work culture.

Skills, values and behaviours

- Highly desirable will be Qualified Accountancy level skills demonstrating significant financial management and financial and tax administration experience of an organisation of our size and proven track record of achievement (i.e. Grant & contract management, financial resources, budget setting, forecasting, cash flow, reconciliation, ordering, invoicing, petty cash).

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- Financial management, administration, risk management, planning, monitoring, petty cash and reporting skills.
- Ideally good knowledge of funding mechanisms and Sport England systems.
- Excellent personal organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines.
- Able to work without close supervision and use own initiative after direction from manager.
- Strong attention to detail and analytical skills including the ability to think critically and make clear decisions.
- Ability to communicate effectively across all levels of an organisation.
- Can show strength and expertise in best practice ways to share and connect up learning and support continuous improvement.
- Demonstrates an ability to work as a trusted partner and build strong, effective, and valued relationships across a wide range of people and organisations.
- Good IT skills - the ability to use relevant accountancy packages and good excel skills
- Good knowledge of corporate governance ideally including UK Code of Sports Governance, Charities Commission and relevant governing body requirements as well as a strong understanding of effective governance ways of working.
- Has strong collaborative skills demonstrating the essential attributes of courage, resilience, vulnerability and empathy.