**Finance and Operations Manager**

Full time: 37 hours

Salary: £33,000 per annum

Hybrid working role

Our vision for the Humber is that it is a place where everyone, every day is physically active for themselves, their community and the planet.

To support our activities we are seeking a Finance and Operations Manager to join our team. Reporting to the Chief Executive Officer, you will help our vision to become a reality through having responsibility for all financial matters. You will also be responsible for providing all business and governance support functions to enable the organisation to operate.

At Active Humber, we need to be outward looking as well as inward facing, so high-quality financial controls and processes are essential to our organisation, the same goes for our governance. We need to maintain the highest standards of compliance, e.g. with the UK Code of Sports Governance and provide a strong level of support to our Board.

The role requires an individual who has experience of managing day-to-day finance procedures and financial management of an organisation, to ensure the efficient operation of accounting, finance and budgeting processes. You will be responsible for budgeting and reporting on financial matters to the CEO and the Board and this will involve advising and providing analysis or commentary, when required.

To support the Finance elements of the role, the successful candidate will have a relevant qualification in finance (or bookkeeping) or be able to demonstrate their knowledge and acumen through their proven experience in a similar role.

As the Finance and Operations Manager, you will also have extensive experience in providing business support, from managing databases to maintaining contracts for services and ensuring all organisation policies and procedures are reviewed and communicated effectively. A good understanding of the charity sector, sports funding and its governance is desired, but not essential.

You will have excellent organisational skills, along with a good level of proficiency in MS Office and Xero accounting software. Ideally you will have gained experience of working in a busy office environment and will be able to apply the skills you’ve gained to this role.

Within the postholders other responsibilities are taking the lead on Health and Safety matters and providing support for HR elements of the organisation. In these two aspects, be assured that we have external consultants who will provide support and advice, so whilst previous experience is an advantage, it is not essential.

Finally, you will be highly organised, passionate to make a difference, a great team player and be committed to our vision and values.

For more information about the role, the job description and the hybrid working arrangements we have in place, please visit our website for a job pack.

[www.activehumber.co.uk/vacancies](http://www.activehumber.co.uk/vacancies)

Closing date: Monday 21st November 2022 (5pm)

Interviews: Thursday 1st December 2022