**Job Description**

Post title: Finance and Office Manager

Reporting to: Chief Executive Officer

Responsible for: Project Support Officer

Salary: £33,000 (Tier 3)

Hours: 37 hours per week

Location: Hybrid working; 1 day per week at Aura Innovation Centre, Hessle/Home working

**Principal purpose of post:**

* Responsibility for all financial matters.
* Responsibility for providing all business and governance support functions to enable the organisation to operate.

**Key Responsibility Areas:**

* Responsible for day-to-day accounting and financial management of the organisation, ensuring the smooth and efficient management and operation of finance, accounting, and budgeting systems. This includes accounting petty cash, purchasing card transactions and payment of invoices.
* Responsible for budgeting and reporting on the financial performance to the CEO and the Board, advising and providing analysis or commentary when required.
* Accountable for financial reporting, planning and compliance to statutory responsibilities.
* Manage and implement financial systems that prepare the organisation for audit and ensure all areas of the organisation comply with financial procedures.
* Prepare financial information and returns, in appropriate and timely formats, as required by the CEO and statutory bodies.
* Lead on the development and successful implementation of finance and procurement policies, procedures, and protocols.
* Responsible for accuracy and timely completion of identified payroll and pensions returns.
* Ensure effective operation of financial controls, reporting and working with budget holders to ensure compliance.
* Liaison with, and training of, staff on developing budgetary and financial acumen, budget expenditure, financial improvement planning and other financial procedures.
* Identify and attract additional financial and physical resources.
* Have responsibility for identified budgets and physical resources within the organisation.
* Accountable for adherence to procurement policies, procedures, and protocols.
* Data Officer for the organisation.
* Maintain up to date knowledge of the necessary financial, accounting and audit requirements for the role.
* Responsibility for Health & Safety matters, including liaising with external organisations and maintaining policies.
* Manage all elements of HR administration, including producing staff contracts and supporting recruitment administration.
* Responsibility for administering payroll.
* Responsibility for maintaining personnel records and provide support for HR meetings.

*Common requirements for all posts:*

* All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the Code of Conduct.
* To contribute to the development of a professional working and learning environment within the organisation.
* To actively engage in the performance review process.
* To continue personal professional development as required.
* To contribute to the organisation’s understanding of diversity, inclusion and equality and its implications for sports and to ensure that this understanding informs all the organisation’s activities.
* To support the work of Sport England and other Active Partnerships.
* Attend staff and other meetings and participate in staff training and development events as required.
* To ensure adherence to the organisation’s policies and procedures with reference to Equality, Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
* To work in a flexible manner in line with the organisation’s objectives and be willing to undertake other duties as reasonably requested.
* To provide excellent customer care in dealings with the public.
* Be willing to work unsociable hours, including some weekends and evenings.
* With notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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| *Qualifications*  | Have or working towards qualifications in finance and accounts, or a minimum of 2 years’ experience working in a financial management focused role . | E  |
| *Experience*  | Experience within an Office Manager or senior admin position in a busy environment. | E |
| Experience of providing financial support and/or managing financial processes. | E |
| Bookkeeping experience. | E |
| Experience supporting senior managers or an Executive team. | D |
| Ideally experience of funding mechanisms. | D |
| *Skills and knowledge* | Strong attention to detail and analytical skills. | E |
| Knowledge of, and ability to use, Xero software proficiency. | E |
| Excellent administrative skills  | E |
| Ability to communicate effectively across the organisations and wider network. | E |
| High level of proficiency across Microsoft packages. (particularly excel)  | E |
| Ability to work under pressure with own initiative and remotely. | E |
| Ability to maintain records, collate information and create clear, detailed and comprehensive reports | E |
| Excellent personal organisation skills including the ability to balance competing priorities and manage a varied workload.  | E |
| A great team player.  | E |
| *Other* | To act as advocate for the organisation. | E |
| Friendly and approachable working manner  | E |
| Enthusiasm for promoting sport and physical activity. | E |
| Able to work flexibly, including some evenings and weekends (with notice). | E |

E = Essential D= Desirable