

Job Description

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| Job title | Finance Manager |
| Reports to | Head of Finance |
| Grade | 4 |
| Directorate | Business Services |
| Term | Permanent |

Job purpose

The Finance Manager is responsible for the day-to-day operation, accuracy and integrity of the financial accounting and payroll systems within UK Anti-Doping (UKAD).

The post-holder is responsible for UKAD's monthly management accounts, annual statutory accounts, financial controls and procedures.

Job facts and figures

- UKAD's annual income of approximately £12m is received through a combination of Government
- The UKAD Finance team are responsible for all UKAD's financial processes, procedures, and controls, providing high quality, customer focussed, and proactive support to both internal and external customers
- The Finance team are responsible for a monthly staff payroll (approximately 78 staff) together with a bi-weekly worker payroll (approximately 230 workers) ensuring accurate and timely payments and reporting in compliance with all statutory payroll regulations
- The Finance team ensure compliance with internal and external reporting deadlines, both UKAD and the Department for Culture, Media, and Sport (DCMS) policies and procedures, together with statutory compliance

Key result areas

- Manage the day-to-day operation of UKAD's finance function
- Direct supervision of the Finance Officer and Payroll Officer, including annual objective setting, appraisals, regular one to ones, and mentoring
- Responsible for all finance processes, ensuring compliance with internal and external reporting deadlines, UKAD policies and procedures, and statutory compliance
- Maintain and enhance internal financial controls, procedures, and processes, continually looking to improve the financial control environment

- Maintain, develop, and enhance internal and external relationships, including suppliers, internal and external auditors, and DCMS
- Provision of regular, and ad hoc, high quality management reporting and information in accordance with agreed timetables
- Manage tax compliance, including VAT procedures and the quarterly VAT return submission
- Act as the system administrator for current, and future, financial systems including Focal Point, Select Pay and Access Dimensions. Project management of system upgrades and implementations
- Management of monthly timetables, ensuring all processes and reporting are completed to agreed deadlines. Production of month end accruals and prepayments, ensuring the overall accuracy of UKAD's financial reporting
- Supplier management, ensuring compliance with UKAD procurement policies and controls
- Supporting the review and variance analysis of monthly management accounts, working together with the Head of Finance and budget holders
- Provision of regular monthly and quarterly financial information and analysis to DCMS and UKAD's external pension administrators
- Assist Head of finance with all internal and external audits, providing information and support to agreed timetables
- Liaison with HMRC, and external pension administrators (LPFA and NEST)
- Management (and where necessary cover for):
 - Accounts Receivable
 - Accounts Payable
 - Doping Control Personnel and National Trainer claim processing and payroll
 - Staff payroll
 - Expense and corporate card claims
 - Bank reconciliations
 - Month end preparation
- To undertake any other duties that may be reasonably required
- Delegate for the Head of Finance as and when required

Key internal and external contacts

- UKAD colleagues and workers (Doping Control Personnel and National Trainers)
- Internal and external auditors
- DCMS
- Banks
- Software providers for UKAD's accounting packages
- National Governing Bodies of Sport
- External suppliers

Our Values

- **Integrity** – We do what is right for clean sport, we are equitable and ethical, ensuring everyone is treated fairly and with respect.
- **Collaboration** – We work together and with others, sharing knowledge and building relationships to better tackle doping.
- **Excellence** – We strive to achieve high standards in the protection of clean sport, evolving with the times and finding solutions.
- **Passion** – We are dedicated to keeping sport clean, are proud of what we do and know it matters.

Person specification

Qualifications/experience/knowledge

- Experience of working at a similar level, preferably in a small to medium sized organisation
- Experience of providing financial information to non-financial managers
- Experience of building excellent working relationships with non-financial members at all levels of the organisation
- High level of technical competence and a keen eye for financial detail
- Knowledge management accounts
- AAT Level 2 or above would be desirable
- Experience of assisting with internal and external audits

Skills

- Ability to prioritise own workload to meet set deadlines
- Provide a customer service approach to internal and external customers, with a flexible attitude
- A team player, with a hands-on attitude to support other team members as required
- Excellent written and oral communication skills
- Analytical skills and advanced Excel skills

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, and travel, may be required.

Our hybrid working consists of two days in the office per week.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.