

JOB PROFILE			
Role:	Head of Finance & Resources	Date profile last reviewed:	March 2019
Name:		Reports to:	CEO
Responsible to:		CEO	
<p>1. MAIN SUMMARY OF ROLE:</p> <p>Overall responsibility for developing and delivering on all aspects of Operational, Governance and Financial services for the RAF Sports Federation. This includes, an operational business plan and strategy, maintenance of the plan and provision of monthly and quarterly performance management reports to ensure the successful delivery of the Charity's strategy in line with timescales and budgets. To act as the first point of contact and provide operational and governance support and advice to the RAF Sports Associations. To project manage and oversee new developments in systems, support and processes to enhance overarching service delivery and transparency with the sports associations. Support the CEO as her number 2 where required and be a member of the Senior Management Team.</p>			
<p>2. KEY RELATIONSHIPS:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Internal – CEO, RAF Sports Federation employees, Trustees, RAF Sports Directorate, RAF employees particularly the RAF Sports Association Committee members, and RAF Charitable Family <p>External</p> <ul style="list-style-type: none"> • External – Suppliers, contractors, Charity Commission Companies House and any internal or external auditors and funders/sponsors 			
<p>3. KEY RESPONSIBILITIES:</p> <p>Operations:</p> <ul style="list-style-type: none"> • Responsible for developing and executing an operational business plan and strategy to ensure the successful delivery of the overall charity strategy and vision and in line with timescales and budgets; • Responsible for working closely with your Senior Management colleagues to ensure their plans are developed and executed in line with charity strategy; • Required to complete a monthly and quarterly performance management report to the CEO for the Board of Trustees; • Required to keep abreast of industry news and professional developments for our services/sectors and particularly, keep an eye on customer and partner developments; • Responsible for supporting and co-ordinating business activities across the charity; • Providing practical and creative input to the development of new business initiatives; 			

- Bringing formality to the operational decision-making process and promote the efficient use of business resources.
- Management of your team ensuring objectives are achieved and an effective appraisal process is delivered
- Lead the Whole Sport Plans and ensure direct communications and collaborative planning with each RAF Sports Association

Governance:

- Provide Sports Association Committee members, (in particular Chairs and treasurers) with authoritative guidance about their responsibilities under the governing documents and any regulations to which the work of the committee may be subject, including legislation and financial regulations;
- Ensure that the RAF Sports Association executive committees are kept informed of changes in legislation, policy and other drivers of their Charity's work;
- Review processes and policies regularly, ensuring joined up working is taking place across the sub-committees and Sports Associations executive committees in order to support and achieve the RAF Sports Federation strategic aims;
- As a member of the Governance sub-committee, attend meetings and action appropriate governance related tasks;
- Build strategic working relationships with the RAF Sport Association chairs and other executive committee members to influence continuous improvement in corporate governance structures and processes;
- Alert the Sports Association Chair immediately in the event that any proposed action would exceed powers delegated to the committee or be contrary to legislation, and/or the Assurance and Accountability or the Articles of Association/constitution;
- Advise the Chair in respect of any matters where conflict, potential or real, may occur in order that these can be managed appropriately;
- Conduct orientation sessions and evaluate/audit the needs of the RAF Sports Associations, the Chairs, Treasurers and Secretaries;
- In collaboration with RAF Sports Associations, ensure all Charity Commission/Companies House filing takes place for the RAF Sports Associations, as required.
- Ensure all RAF Sports Federation governance is up to date and actioned accordingly including advising the Board of Trustees on matters and deadlines

Finance:

- In conjunction with the CEO, develop a long-term financial strategy for the charity.
- Provide financial planning support for strategic/annual plans.
- Oversee financial reports and variance reports for the CEO &/or charity trustees.
- Oversee budgetary recommendations, prepare operational budgets, monitor and report on all expenditure committed against budgeted funds for the RAF Sports Federation.
- Provide advice and practical support with regards to financial matters (including SORP updates etc) to the sports associations.

Other:

- Lead and oversee any in-house provision or external contractors in respect of HR, payroll, risk management and IT services ensuring current compliance, maintenance and correct protocols and records are kept and maintained;
- Delegate management of day-to-day financial and, corporate services and governance matters to the Finance Manager and the Corporate Services and Governance Manager.

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

4. Academic/Professional Qualification(s) or equivalent:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Member of ACA, ACCA, CIMA and/or CIPFA. • PRINCE Project Management – Level ½ or equivalent 	

5. Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Organisational leadership and management skills and experience – part of a senior team. • Significant Head of Finance experience – partnering, planning, forecasting, modelling and analysis. • Significant experience of financial and people management in charities and not for profit sector. • Knowledge and experience of the legal and regulatory requirements and obligations for charities, CIOs and companies limited by guarantee. • Knowledge of organisational policies and procedures relevant for charities, CIOs and companies limited by guarantee • Experience of sourcing and managing external contractors to fill skill gaps • Experience of governance oversight and support both inside and outside the charity and not for profit sector • Experience of working with trustee boards and working with volunteer committees • Knowledge of GDPR obligations and practical compliance • Understanding and appreciation of policy management - controls and process oversight. 	<ul style="list-style-type: none"> • Proven ability and involvement in sports or experience of working within the sports sector.

- Significant proven ability to line manage people and teams.
- Knowledge of UK accounting standards, charities legislation and the third sector.

6. Skills:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Excellent communication and relationship building skills. • Highly numerate with a passion for using financial tools and processes to assist in driving performance • Meticulous and analytical attention to details. • Intermediate/Advanced MS Office Skills. • Ability to work within a growing and fast paced entrepreneurial environment. • Drives change. • Resilience and persistence. • Highly professional and a role model. • Able to manage own time. 	<ul style="list-style-type: none"> •

7. Other Requirements:

- To carry out any other duties that are within the scope of the job as requested by the CEO and to support the Board of Trustees when required.
- Travel to other UK/locations (as appropriate).

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Job Holder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: January 2019

Terms and Conditions:

Grade:

Salary Range: circa £60k

Normal hours: 37.5 hours a week

Annual Leave: 30 days per annum plus normal public/bank holidays

Pension: Provision of Group Personal Pension Plan

General Information:

Smoking

The RAF Sports Federation has a no-smoking policy.

Equal Opportunities

You are required to comply with the Federation's Equal Opportunities Policy and ensure that employees receive equal treatment at all times.

Health and Safety

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Confidentiality

You are subject to the General Data Protection Regulations GDPR and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by the RAF Sports Federation for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the RAF Sports Federation, unless expressly authorised to do so by the Director/Data Protection Officer.

Risk Management

Risk management is the responsibility of the CEO.

Suggestions that might assist the RAF Sports Federation in meeting its objectives in a pragmatic and cost-effective way should be directed to the CEO of the RAF Sports Federation.

Conflict of Interests

You may not, without the consent of the RAF Sports Federation, engage in any outside employment. In accordance with the Staff Handbook, you must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with RAF Sports Federation. Interests that might appear to be in conflict should also be declared.

Place of Work

RAF Sports Federation, Room 43 Kermode Hall, RAF Halton, Aylesbury.

You may be required by the RAF Sports Federation to work on alternative sites from time to time both in the UK.

Review

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.