

UK SPORT

JOB SPECIFICATION

JOB TITLE:	Director of Finance and Investment
TEAM:	Finance and Investment
REPORTS TO:	Chief Executive
GRADE:	Grade 8
DIRECTOR:	Chief Executive

JOB PURPOSE

To be the recognised strategic financial lead for UK Sport and associated entities and to provide strategic financial planning and management advice to the Chief Executive Officer; Board; Audit Committee and Executive Team.

To lead UK Sport's relationship with external stakeholders on financial issues and finance related investment issues, including DCMS, Sports, other National Lottery Distributors, National Audit Office and HMRC.

To lead and develop a professional, high-performing team to ensure the effective, efficient and economic delivery of Finance and Investment services and controls across UK Sport and associated entities.

As a senior Executive the post holder will work with the CEO and director colleagues to shape the overall strategic direction of UK Sport.

KEY RESULT AREAS

Leadership

- Contribute to the effective leadership of the organisation as a senior executive and a member of the Directors Team; working with colleagues throughout the organisation to identify and deliver ways of improving UK Sport's effectiveness
- Provide guidance and expertise to the DCMS, CEO, Chair, Board and organisation as a whole as well as its subsidiaries in areas of Finance and Investment

- Lead negotiations on Finance and finance related Investment issues with external bodies on behalf of UK Sport
- Lead the Finance and Investment Teams to deliver the objectives of UK Sport in line with the business plan and strategic priorities, and agree relevant plans, targets and standards with the Chief Executive.
- Develop and sustain effective relationships with NGBs, Partners, Funders and other significant organisations in the sporting landscape to promote and support UK Sport's Finance and Investment strategy
- Line Manage Head of Finance and Investment, providing guidance and coaching where appropriate and working with the post holder to agree and monitor their Professional Development Plan.

Corporate Finance

- Undertake macro Revenue and Capital planning and analysis
- Undertake lottery income predictions/sensitivity analyses to inform organisational scenario planning and impact analysis
- Provide timely and accurate tax advice to the organisation, establishing appropriate tax strategies where required
- Represent UK Sport on all financial matters with the DCMS and Treasury, informing the development of Spending Review/GIA submissions and the production of the Funding Agreement

Accounting & Financial Services

- Lead, through the Head of Finance & Investment, all aspects of accounting and statutory financial reporting, treasury management and all associated financial services
- Oversee payment process of grants to NGBs and athletes, ensuring cash-flow and commitment is monitored
- Ensure grant information is made available for DCMS and National Lottery Promotion Unit reporting as well as Annual Reports and Parliamentary Questions

Business Support

- Lead on all aspects of the financial strategy for the organisation, supporting the business planning process as required
- Ensure timely and accurate financial information is made available to Boards, Committees, budget holders and other groups to inform effective decision-making within the organisation

Governance

- Ensure that an appropriate system of budgetary control for UK Sport and its subsidiaries is developed and maintained through close liaison with the Chief Executive and budget holders - ensuring compliance with the requirements of the financial regulatory and legislative framework
- Lead on both identification and mitigation of financial risk to the organisation and its subsidiaries, working closely with the Chief Operating Officer in developing and maintaining the risk framework for UK Sport
- Lead the relationship with UK Sport Internal Auditors, through the Head of Finance and Investment, in developing the annual programme of Internal Audit activity; ensure that all recommendations identified are tracked and reported
- Build and maintain strong links with the Audit Committee to support the development of a robust system of Internal Control for the organisation

Investment

- Work with the Director Team and the wider executive team to oversee investments within agreed strategy. Support the Head of Finance & Investment to ensure that the Internal Investment Board runs effectively
- Overall responsibility for the financial aspects of the Grants Management Process from planning and decision making to payment and monitoring
- Oversee the administration of all athlete awards and the associated operational relationship with funded athletes via the Athlete Investment team
- Oversee the administration of Athlete Medical scheme and the management of the financial risk
- Ensure the required monitoring and compliance regime is in place for grant payments, working closely with Director colleagues and their teams and in particular with the COO and the Governance team responsible for NGB Self Assurance and Management Audit programmes.
- Work with the COO, Directors and broader Executive team on all issues relevant to Sport, athlete or partner investment.

JOB FACTS AND FIGURES

- UK Sport budget – Staff/Non-Staff expenditure £21.73m per annum ; Grant awards of approx. £100m per annum
- UK Sport has approximately 100 staff
- Directly responsible for leading the Finance and Investment team of 13 staff with an annual operating budget of approximately £500k

KEY INTERNAL AND EXTERNAL CONTACTS

- All UK Sport staff
- Directors Team
- UK Sport Board & Audit Committee
- DCMS
- Treasury
- External Auditors
- HMRC
- Other Lottery Distribution Bodies
- Wholly owned subsidiary, EIS
- HCSCs, NGBs and other partner organisations
- Professional Networks
- NAO

This job specification is not to 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.

COMPETENCIES

TECHNICAL COMPETENCIES

- Graduate calibre
 - Professionally qualified member of one of the six bodies comprising the Consultative Committee of Accounting Bodies (CCAB) in the UK and Ireland i.e.
 - The Chartered Institute of Public Finance and Accountancy;
 - The Institute of Chartered Accountants in England and Wales
 - The Institute of Chartered Accountants of Scotland
 - The Institute of Chartered Accountants in Ireland
 - The Chartered Institute of management Accountants
 - The Association of Chartered Certified Accountants
- Or equivalent professional skills and / or qualifications
- Demonstrable relevant prior experience of financial management, ideally gained in the public sector, at a senior level (Director / Board

level experience desirable)

SENIOR MANAGEMENT COMPETENCIES

Developing Strategic Relationships

Uses appropriate interpersonal styles and communication methods to influence and build effective relationships with business partners (e.g. peers, functional partners, external vendors and alliance partners.)

Building Organisational Talent

Attracts, develops, and retains talented individuals; creating a learning environment that ensures colleagues achieve their highest potential, allowing the organisation as a whole to meet future challenges.

Leading through the Mission and Values

Keeps the organisation's mission and values at the forefront of associate decision making and action.

Team Development

Uses appropriate methods and interpersonal styles to develop, motivate, and guide a team toward successful outcomes and attainment of business objectives.

Strategic Decision Making

Obtains information and identifies key issues and relationships relevant to achieving a long-range goal or vision; commits to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints and organisational values.

Driving for Results

Sets high goals for personal and group accomplishment; uses measurement methods to monitor progress toward goal attainment; takes tough decisions; tenaciously works to meet or exceed those goals while deriving satisfaction from the progress of goal achievement and continuous improvement.

Business Acumen

Understands and utilises economic, financial and industry data to accurately diagnose business strengths and weaknesses, identifying key issues and developing strategies and plans.

Communication with Impact

Expresses thoughts and ideas in a clear, succinct and compelling manner in both individual and group situations; adjusts language to capture the attention of the audience.

Customer Orientation

Cultivates strategic relationships and ensures that the customer perspective is the driving force behind all value added activities.

Strategic Direction

Establishes and commits to a long range course of action to accomplish a long range goal or vision after analysing factual information and assumptions; taking into consideration resources, constraint and organisational values.

Change Leadership

Continuously seeks (or encourages others to seek) opportunities for

different and innovative approaches to addressing organisational challenges.