



Chief Financial Officer

Shepway Sports Trust

Recruitment pack



Registered Charity No. 1155522

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Introduction

Thank you for taking an interest in the role of Chief Financial Officer at Shepway Sports Trust. This role will be significant in the next chapter in the history of our charity as we expand into three inspirational sporting facilities in Folkestone & Hythe: Folkestone 51 (opening this summer), Three Hills Sports Park and Folkestone Sea Sports.

Shepway Sports Trust is seeking a Chief Financial Officer who will plan and deliver a strong and sustainable financial future for the organisation. This is a newly-created role that we are looking to recruit as soon as possible.

As our CFO, you will be responsible for the strategic financial management of the Charity and Trading entities and will identify ways to maximise income generation and reduce financial risk. You will ensure that we maintain robust financial controls and implement appropriate policies across the finance function.

If you are excited by the challenge of helping us develop and grow our charity and believe you have the skills and commitment to join us on this exciting journey then I would encourage you to apply.

I very much look forward to hearing from you.

With best wishes
Laurence Hickmott,
Chief Executive Officer





About Shepway Sports Trust

Shepway Sports Trust is a registered charity which was set up in 2013. The charity works in schools, sports clubs and in the local community to provide the best opportunities for people of all ages and abilities to be physically active.

In schools, Shepway Sports Trust delivers a comprehensive timetable of coaching and competitions to every school in the Folkestone & Hythe district to inspire and encourage young people to build a life-long love for sport. The Shepway Sports Trust team work with teachers and staff to embed physical activity within the culture of every school, whilst also upskilling teachers to feel more confident in coaching sport & physical education.

In sports clubs, Shepway Sports Trust looks to support clubs with funding applications, training, qualifications and guidance. We support clubs with marketing initiatives which aim to drive participation and we'll support talented athletes to reach the highest level of competition via our ambassador programme.

In the community, Shepway Sports Trust aims to break down barriers to participation, especially for under-represented groups: women, people aged 50+, those living with a mental health condition or for those whom English is a second language. We work collaboratively with strategic partners to create safe and inclusive environments for people to move more and meet like-minded people.

Shepway Sports Trust is proud to now be in the position to operate three impressive and inspirational facilities: Folkestone 51, Three Hills Sports Park and Folkestone Sea Sports. The facilities will operate with the same ethos and culture which has been instilled into the charity since its inception.

With the immense growth that Shepway Sports Trust has seen over the past seven years, and with exciting plans to progress and develop in the future, we are currently undergoing a rebranding process to create an overarching brand which is more reflective of the diverse work we are doing to make a positive impact on the physical, mental and social wellbeing of our local community. As we are in a transitional phase of our existence, we hope you will be able to contribute to the rejuvenated vision and mission of the charity.

Job description

JOB TITLE: Chief Financial Officer

REPORT TO: Chief Executive

CONTRACT TYPE: Full time, permanent

WORKING PATTERN: 5 days (37.5 hours) per week to include some evenings and weekends.

SALARY: £50,000 - £60,000

LOCATION: Folkestone 51, Three Hills Sports Park and Folkestone Sea Sports

MAIN OBJECTIVES:

- To be responsible to the Chief Executive for the strategic financial management at Shepway Sports Trust Charity and Trading entities, working closely with the Chief Operating Officer, Head of Charity and the Head of Marketing to ensure our ongoing success and development.
- To support the Chief Executive, senior managers and the Boards in planning and delivering a strong and sustainable financial future for the organisation, whilst seeking ways to maximise income generation and reduce financial risk in the short and medium term.
- To maintain robust financial controls and devise and implement appropriate policies across the Finance function.

MAIN DUTIES:

1. To be responsible for the preparation of strategic financial plans and forecasts for Shepway Sports Trust, as part of the business planning process, ensuring that income generation targets are challenging yet realistic and that key financial risks are identified and mitigated. Prepare with budget holders and senior managers the annual capital and current budget proposals for approval by Boards based on these strategic long-term forecasts.
2. To be responsible for the preparation of financial information to the Chief Executive, the Boards of SST Charity and Trading and the senior team in respect of ensuring that the quality of information supports effective decision making at each level. Accurate and timely monthly reporting to senior management is highly significant given their performance targets.
3. To hold and lead monthly meetings regarding financial performance in all areas and ensure all budgets are confirmed and accurate.
4. To develop and maintain a system of robust financial controls, underpinned by appropriate financial policies and procedures, to ensure efficient working practices are embedded and that the organisation is protected from fraud and error.
5. To support managers by critically analysing business cases, contracts and financial proposals.

6. To oversee procurement, ensuring that correct and appropriate procedures are followed in each case and that staff are trained and supported in managing procurement throughout the Charity and Trading entities. Folkestone 51, Three Hills Sports Park and Folkestone Sea Sports.

7. To prepare and monitor the cash flow of SST, ensuring that working capital is managed effectively and that any surplus funds are invested in an appropriate manner.

8. To be responsible for providing an effective and efficient Accounting, Banking and Cashiering, Stockholding, Purchasing and Financial Support service.

9. To be responsible for the insurance policies required, ensuring via our brokers that they are value of money and fit for purpose, and that any requirements and conditions of insurance are promptly and effectively discharged.

10. Management responsibility for two Finance Assistants and two fundraising staff.

11. To arrange/conduct financial training for budget holders to enable them to fulfil their responsibilities in relation to financial management.

12. To be responsible for the preparation of the year end statutory accounts and the annual statutory audit.

13. To take responsibility for our outsourced I.T. support contract, ensuring it is fit for purpose and delivers value for money.

14. To be responsible for ensuring compliance with the Charities Act, Companies Act and Memorandum and Articles of Association.

15. To ensure the Annual Return and other statutory returns are submitted to the Charities Commission and Companies House within the appropriate time limits.

16. To call meetings of the Board of Directors and the Finance, Audit and Risk Committee as directed by the Board; and ensure that notice of these meetings is sent to the appropriate persons within the appropriate time limits.

17. To be the organisation's key contact for legal matters.

18. To take overall responsibility for risk management and ensure that a robust management framework and risk register is in place for SST Charity and Trading.

19. To be an active member of the Senior Management Team, contributing to organisational plans and cross-departmental projects.

20. To undertake any other duties which are consistent with the basic objectives and/or duties of the post.

What we are looking for

	Essential	Desirable
EXPERIENCE		
Experience of leading finance teams in a commercially focused environment	x	
Experience of managing a team and achieving measurable impact	x	
Experience of using financial software packages	x	
Management of significant budgets and closure of period and year end accounts	x	
Experience of preparing statutory accounts in accordance with the Charities Act, Companies Acts and UK GAAP	x	
Experience within a charitable organisation and/or regulated environment		x
SKILLS		
Strategic thinker; able to understand the big picture, prioritise effectively and take decisions in the long term interests of Shepway Sports Trust. Strong commercial acumen and common sense approach.	x	
Ability to establish positive and productive professional relationships with staff, board members, customers, partners and other stakeholders	x	
Excellent leadership skills with the ability to develop and motivate others to succeed.	x	
Excellent written and verbal communication, including confident and engaging presentation skills	x	
Organised and disciplined approach with strong prioritisation skills and the ability to work and deliver under time pressures.	x	
Strong negotiating skills; able to persuade and influence colleagues and key stakeholders at all levels.	x	
KNOWLEDGE		
Demonstrable understanding of key issues affecting HR	x	
Understanding of finance controls, policies and procedures	x	
Understanding of audit requirements (internal and external) and experience of liaising with external and internal auditors	x	
Knowledge of bids and claims preparation		x

ATTRIBUTES		
Positive attitude to stepping into new environments with high levels of emotional intelligence	x	
Organised and close attention to detail	x	
Interest in sport and/or widening sports participation across all sectors of the community		x
QUALIFICATIONS/CERTIFICATIONS		
Fully-qualified accountant	x	
Full, clean driving licence and access to own transport		x
This role is subject to an enhanced Disclosure and Barring Service check.	x	



How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact l.hickmott@shepwaysportstrust.org or dan.hulme@strandhouse.org.

To apply, please email l.hickmott@shepwaysportstrust.org with:

- your CV
- a supporting statement that sets out why you think this role is the right move for you and how you meet the person specification (no more than two sides of A4)

This advert will remain open until a suitable candidate is found.

