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| **Post Details** | | | **Last Updated: 18/01/2022** | | | |
| **Job Title:** | | Finance Manager | | | | |
| **Salary** | | Surrey Sports Park | | Level 4 | | |
| **Responsible to:** | | Head of Finance | | | | |
| **Responsible for:** | | Finance Officer  Finance Assistant | | | | |
| **Job Purpose Statement**  The post holder has specific responsibility for the provision of finance transaction services, and assistance with the management accounting information to inform fact-based decision making. This will include leading the identification of ways of making the above processes more efficient and effective, and inputting into the accurate forecasting of both income and expenditure.  The post holder leads the SSP finance transactions team, providing financial support to the business. The role will be responsible for processing of invoices (payment and receipts), cash handling, debt collection and bank reconciliations. To support business area managers in the monthly process and analysis of monthly transactions for all areas. To assist with proactive reporting to enable informed business decisions to be made.  In addition, the post holder will be responsible for assisting the Head of Finance in the preparation of management accounts and financial reports on SSP, to include forecasting and analysis to inform and maximise SSP’s financial position. | | | | | | |
| **Problem Solving, Accountability and Dimensions of the role**  . The post holder will:   * Work in a proactive and independent manner, organising and prioritising their work within agreed standards and deadlines set by the Head of Finance or their nominee, as well as any relevant departmentally set protocols. They will take responsibility for defining their priorities clearly in terms of work and schedules to ensure that key deadlines and objectives are met. The post holder is also responsible for planning and organising the workload of their team, in order to ensure the provision of a professional service. The work will on occasion involve encountering changing priorities and differing situations, which require proactive management. All aspects of the role will require demonstrable high levels of accuracy and attention to detail. * Ensure the consistency and quality of the support delivered to SSPL, the post holder will normally work within well-established documented administrative and financial processes, procedures and regulations. They must pay particular attention to detail, as they are responsible, for example, adhering to monthly timetables to produce monthly reports for senior management on their areas with regard to all data being processed on time. * Be responsible for ensuring controls are in place to review transaction related policy and procedure against required service levels and the changing environment and making recommendations for amendments. Where recommendations are accepted, they will ensure implementation of the resulting changes. A detailed knowledge and understanding of the finance system, policies and work practices will be required to enable the post holder to offer advice and guidance to colleagues. * Maximise service quality, efficiency and continuity across all transactional areas. He / she will undertake detailed analysis of transactional and standing data relating to customers and suppliers, which will help assess complex situations and lead to improvements in policy and procedure and provide solutions to issues where they may not be obvious. They will be expected to identify gaps or shortfalls in levels of support provided by their section and rectify these by working with internal and external stakeholders to find and implement solutions. Where more complex or unprecedented issues are evidenced, there is scope to refer to senior management for advice and guidance. * Within the scope of the role the post holder will be presented with a variety of financial-related and administrative issues, where the most appropriate course of action will be a matter of choice, influenced by best practice. In other instances work actions are very well defined procedurally and the post holder is able to reference and apply established policies and procedures, in order to determine a suitable course of action/outcome. The post holder may occasionally experience more unusual queries or issues, such as franchise or contract issues where there is no formal guidance. In these cases, the post holder is required to apply their judgement, to determine an appropriate course of action; or where resolution is not straightforward to refer the matter to the Head of Finance for guidance/resolution. The post holder is expected to take a pro-active approach to their work and is encouraged to make suggestions for improvements to working methods, implementing them with the approval of their line manager. * The role involves team management, financial processing, monitoring financial elements of contracts and franchises, and senior management support across the wide range of diverse activities undertaken by SSP. This will require continuous planning and organising to cover essential monthly tasks whilst ensuring support is also available at peak times for specific events/activities. * The post holder will work largely to agreed priorities, determined either by the procedures to be followed and the deadlines incorporated within them or as directed by their line manager. However, they will have some scope to determine short term priorities and vary their day to day priorities to react to changes in the work routine.   This role impacts the whole of SSP and the efficiency of the services provided.  Background Information/Relationships  Surrey Sport Park is one of Europe’s premiere sites for elite sport, physical activity, well-being and leisure. The values of performance, participation and personal development underpin the very heart of the complex. The park brings together high quality facilities and passionate people with a desire to achieve and provides a venue that supports the ambitions of all users, regardless of ability, from world class athletes to grassroots beginners.    The post holder will liaise with staff at all levels within SSP and across the University and provide a helpful and courteous service providing information as required, to ensure that an efficient service is provided. The post holder will advise on the implementation and adherence to financial and general policies. | | | | | | |
| This job purpose reflects the core activities of the post. As SSPL and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. SSPL expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose. | | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | | |
| **Qualifications and Professional Memberships** | | | | | | **Essential/ Desirable** |
| Degree, HND, NVQ 4 qualified in a relevant specialist subject, plus several years relevant experience  OR  Significant vocational experience, demonstrating development though the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding/relevant work/roles. | | | | | | E |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed). | | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Previous experience of performing financial transactions/administration that requires a high level of attention to detail and accuracy | | | | | E | 3 |
| Previous experience in management accounting, financial analysis, and reporting | | | | | D | 2 |
| Previous experience of team management | | | | | E | 3 |
| Previous use of Microsoft Office and Financial Management Systems | | | | | E | 2 |
| Previous use of the Agresso Financial Management System | | | | | D | 2 |
| Able to communicate effectively with others (particularly verbally) | | | | | E | 2 |
| Experience of Data, Contract and Franchise Management | | | | | E | 2 |
| **Special Requirements:** | | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Finance administration experience, e.g. invoicing, book-keeping, managing budgets, cash and banking | | | | | E | 2 |
| A finance qualification such as CIMA / ACCA or significant vocational experience | | | | | E | 2 |
| Experience of working in the leisure sector or other fast moving low margin business such as retail, FMCG | | | | | D | 2 |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Teamwork  Continuous Improvement  Problem Solving and Decision Making Skills  Leadership and Management  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | | 3  3  3  2  2  2  2  2  2  2  2 |
| **Organisational Information** | | | | | | |
| All staff are expected to: Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy.  Help maintain a safe working environment by:   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy. * Excellent environmental performance is a strategic objective for the Surrey Sports Park. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.   Undertake such other duties within the scope of the post as may be requested by your Manager. | | | | | | |
| Department Structure | | | | | | |
| **Key Responsibilities**  This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose. | | | | | |
| 1. **Team Management:** To manage the SSP Finance team. To oversee their work and to adhere to the Performance Development programme at SSPL. To ensure income and cost processes carried out by the team are up to date on a weekly basis. Responsible for the motivation, training and development of staff within team and for conducting mid-year and annual appraisals, and quarterly reviews. 2. **Finance and Management Support:** To provide financial support in alignment with SSP and University requirements and timetables. To help the Head of Finance and the SSP leadership team manage the business day to day by answering queries including obtaining and analysing data from all core systems. To provide data and reports to the wider business to enable efficient and value added processes to be established, and appropriate business decisions to be made. 3. **Business Support:** Build strong working relationships with business area managers to assist with monthly management accounts and quarterly forecasts to support the Head of Finance. To provide effective training to all members of staff (including non-finance) who may be required to undertake activities which will impact financial transactions. To undertake periodic process reviews in order to verify that finance policy and procedures are being followed. 4. **Cash Management:** To be responsible for strong financial controls over cash and other takings, ensuring all policies and procedures are adhered to with regard to cash management. Specifically to oversee the Finance team’s work in processing cash/credit card and BACS transactions, reconciling income to the system and processing details through finance system (Agresso). 5. **Credit & Collections:** Monitoring of all amounts due to SSP and undertaking appropriate collection activity against overdue balances. Reporting debt to business area managers and liaising with them in the event that further action is required. 6. **Procurement**: To have active input in the payment terms and conditions of contracts. To raise invoices for key accounts, in accordance with contract terms, making sure these are accurate and on time. To facilitate local purchasing by managing office purchasing cards. 7. **Events and Franchises**:To have oversight of financial processes which allow franchise agreements and events to be monitored, recorded and invoiced in accordance with SSP procedures and the details on each contract/event. 8. **University Finance department**: To work with the University finance department which provides Surrey Sports Park with transaction processing and other services. To understand and adhere to University Policies and Procedures. To liaise with University departments to administer sports scholarships. To provide information to External and Internal Auditors. 9. **Staff-related Administration:** Payroll is administered by the University of Surrey. However the post-holder will be required to accurately record overtime, agency time and commissions payable and to answer related queries, thereby ensuring all staff are paid correctly and on time.   **N.B. The above list is not exhaustive**. | | | | | |