



Role Profile

Job Title:	Head of Finance & Corporate Services (Hyndburn and Rossendale Leisure Trusts)
Grade:	£37,568 - £39,571
Date:	May 2022
Responsible to:	Chief Executive Officers (Hyndburn and Rossendale Leisure Trusts)
Manages:	HR & Payroll Manager, Business Administration Manager, Financial Services Assistants & Business Support Assistant

Role accountabilities:

Lead by example, by carrying out duties in a courteous, helpful and professional manner and embedding high quality procedures across all facilities, thereby ensuring the safety of all facility users.

Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a “best in class” approach in representing our brand internally and externally.

Live and breathe the organisations vision and values in a customer focused way to drive us to be the best that we can be. To lead by example and to be a role model in delivering our policies and procedures.

Main Duties and Responsibilities:

- 1) Lead and develop a proactive and professional team to ensure the provision of high quality corporate services (Finance, HR & IT).
- 2) Preparation of the annual budget, understanding trends, prior performance and future plans that will ultimately deliver the organisational business plan.
- 3) Provide high quality advice and guidance to budget holders, assisting them to draw up and performance manage facility and service budgets.
- 4) Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts
- 5) Prepare and present reports on financial performance, providing regular statistical data against key performance indicators and cash flow forecasting.
- 6) Lead on updating the Trust’s fixed asset register, including additions, disposals, transfers and depreciation charges
- 7) Review and develop financial regulations across the business, spotting weaknesses and developing solutions to ensure strong financial control.
- 8) Take responsibility for procurement processes, review contracts accordingly ensuring value for money and ensure a centralised register of contracts is in place.

- 9) Provide a continuous, informed and expert view to the CEOs on current and predicted financial management, performance and controls and Corporate Services performance - suggesting improvements and providing solutions.
- 10) Produce financial modelling on service expansion and new products, services and future plans to aid the Board with decision making.
- 11) Lead on the annual audit in terms of preparation and deliverables required to ensure a smooth process.
- 12) Responsible for VAT and HMRC compliance.
- 13) Oversee financial activities including accruals, prepayments and balance sheet reconciliations
- 14) Oversee the HR & Payroll Manager to ensure an efficient payroll service and that monthly payroll is accurate and meets tight deadlines.
- 15) Oversee wider Corporate Services areas of work including; Human Resources, Insurance and IT.

Leadership Team Responsibilities

- 16) Ensure that your directorate is fully supported in ways that are both efficient/fit for purpose and cost-effective.
- 17) Take a leadership role in promoting and representing the organisation effectively to external stakeholders.
- 18) Take on an internal leadership role as relevant, in support of the CEOs.
- 19) In partnership with the CEOs, identify and develop opportunities to ensure the growth and sustainability of the organisation, especially in relation to financial management and through the effective use of technology.
- 20) Work with the CEOs, SMT colleagues and the Boards of Trustees to set the strategic direction for the organisation.
- 21) Work with the CEOs to ensure that the Board receives appropriate advice and information on all relevant matters to enable the organisation to fulfil its governance responsibilities.
- 22) Undertake any other tasks that may be requested, commensurate with the nature and level of the post and as may be required.

General responsibilities

- 1) To attend regular support, supervision and agreed training events/meetings.
- 2) To represent Hyndburn Leisure and Rossendale Leisure Trust appropriately and effectively at all times.
- 3) Work within and demonstrate a commitment to the Trust's strategic aims and its values and code of practice and all other policies and procedures.
- 4) To incorporate the values and strategic aims of the organisation into your work and behaviours.



Role Requirements

Personal Attributes	Essential	Desirable	How measured
EXPERIENCE			
<ul style="list-style-type: none"> Operational experience of leading and managing aspects of a Finance/Corporate services department. 	E		A/I
<ul style="list-style-type: none"> Experience of producing detailed departmental and consolidated management accounts, including variance analysis and commentary. 	E		A/I
<ul style="list-style-type: none"> Experience of working on accounting software Sage and understanding the principles around the use of accounting systems. 	E		A/I
<ul style="list-style-type: none"> Experience of supporting and guiding colleagues on complex financial matters, as well as general support on budgeting etc. 	E		A/I
<ul style="list-style-type: none"> Experience of communicating/disseminating information to a broad range of stakeholders at all levels, in a clear and straightforward way, with the ability to adapt skills in terms of audience. 	E		A/I
KNOWLEDGE/SKILLS/ABILITIES			
<ul style="list-style-type: none"> Fully qualified in a relevant financial professional qualification (e.g. CIPFA, ACCA, ACA, CIMA) Or Part Qualified with significant and recent experience of working in a Management Accounts function 	E		A/I
<ul style="list-style-type: none"> Demonstrate knowledge of charity accounting in terms of reporting requirements, charity law, VAT and legislation 	E		A/I
<ul style="list-style-type: none"> Excellent analytical skills and attention to detail 	E		A/I
<ul style="list-style-type: none"> Experience in reviewing financial statements and detailed financial forecasts 	E		A/I
<ul style="list-style-type: none"> Hands on, able to get stuck in, delegate work and lead a small team effectively 	E		A/I
<ul style="list-style-type: none"> Strong communication skills to work with people across various departments and liaise with the SLT and the Board of Trustees on a regular basis 	E		A/I
<ul style="list-style-type: none"> Advanced Excel and Microsoft Office skills, ability to do lookups, pivot tables and graphs. 	E		A/I
<ul style="list-style-type: none"> Knowledge of scrutinising and managing contracts from a value-for-money and quality viewpoint 		D	A/I
<ul style="list-style-type: none"> The ability to provide accurate and timely information to a high standard and quality, meeting tight deadlines. 	E		A/I
<ul style="list-style-type: none"> Lead in promoting equality and diversity as part of the culture of the organisation 	E		A/I
<ul style="list-style-type: none"> Willingness to work flexibility when required 	E		A/I

Our recruitment process will include you demonstrating these requirements on your application form (A) and at interview (I)