

committed to helping everyone live their best life

Working for us is much more than just a job. You'll become one of our own, part of our inspiring Active Tameside family, bound together by a strong sense of belonging which only comes from like-minded people, passionate about helping people to live their best lives.

As an awarding winning and compassionate Charitable Trust we have your health, wellbeing and happiness at heart, offering excellent training, development and career progression, a host of benefits including a local government pension scheme and free Active Premier membership with access to all 7 of our facilities. Membership includes gym, classes, general swim, spa and exclusive Les Mills virtual classes on our app - all worth £34.99 per month.

So, what are you waiting for? Become part of something different and help us make a difference.

Head of Finance

Salary:	£52,970.03 - £56,970.03 p.a. dependant upon experience
Working hours:	37 Hours
Contract type:	Permanent
Closing date:	2 nd June 2024
Job Reference:	AT905

For an informal chat regarding the role please contact Reg Patel (CEO) on 07717617003 or Denise Chenery (HR and Payroll Manager) 07402187336.

how to apply

To apply for this position please fill out the form online or alternatively complete an application form and return it to **HR@activetameside.com** or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on **www.activetameside.com/job-vacancies** or email **HR@activetameside.com**. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.



here for Tameside, not for profit.

Active Tameside is a registered charity which means 100% of our profits go back into ensuring the best possible facilities and services for the Tameside community.

Find out more at activetameside.com/charity



activetameside.com

job description

To lead on the finance function and be responsible for the preparation of monthly management and annual statutory accounts, cashflow forecasts, regulatory and tax reporting and co-ordinate budget processes allowing the board to monitor the successful achievement of strategic objectives and compliance with policy and regulatory requirements.

role profile

Role Title:	Head of Finance
Grade:	Grade K1-L
Date:	May 2024
Responsible to:	Chief Executive Officer

Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Lead and drive a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with partners and key stakeholders.
2. To Line manage the finance team to ensure that Finance and Performance delivery targets are achieved. Work closely with colleagues in the Business Management team and HR and Payroll.
3. Lead and manage the delivery of all organisational financial reporting requirements including statutory accounts and timely monthly management accounts.
4. In line with evolving business requirements lead the continuous development of management information including derivation and monitoring of KPI's and key accounting ratios and metrics.
5. To 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.
6. Lead on all aspects of VAT and tax accounting.
7. Work with Auditors to prepare statutory accounts for audit.
8. To live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To lead by example and to be an active role model in delivering our policies and procedures.
9. Work with Facility Managers and Service Head's to undertake Revenue budget monitoring, assisting with setting budget profiles and forecasting financial projections.
10. Provide advice and support to Facility Managers and Service Head's regarding budget positions, budget recovery plans and production of monitoring reports for the Senior Leadership Team and Board, ensuring that correct figures are used and all reports use consistent financial content.

11. To contribute to the improvement and integration of service, business and financial planning, assisting managers to understand the implications of financial management information for business planning and managing Trust operations.
12. To undertake regular analysis and evaluation of data held in the financial management information system to ensure it is fit for purpose and accurate.
13. Be a pro-active member of the Senior and extended Leadership Team.
14. Prepare Board reports as and when required and attend Board meetings.
15. To review update financial policies and procedures as and when required.

Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

Knowledge

A thorough understanding of financial management and financial accounting principles and procedures

Knowledge, or good exposure to, UK company and charity law around financial and statutory requirements for UK charities including VAT

An understanding of business intelligence and benchmarking principles

Knowledge of equal opportunities issues and appreciation of equal opportunities within service provision

Recognised *accountancy qualification* or finalist (ICAEW, ACCA, CIMA)

Experience

Business partner experience supporting financial and non-financial managers.

Experience of effectively managing resources (people, finance and equipment) to meet business objectives.

Experience of managing performance, including developing and implementing risk management impact

Experience of systems development and management

Experience of working for charitable/voluntary organisation

Experience of working in the sport/leisure industry

Skills

Ability to work without direct supervision and make effective decisions in complex circumstances.

Effective communication skills and the ability to lead, influence and communicate complex information at all levels.

Experience of downloading/uploading between excel and accounts package along with the ability to analyse and manipulate data to develop, produce and present concise meaningful reports. Advanced excel skills (Look up functions and Pivot table etc)

Ability to work under pressure and meet deadlines, effectively manage conflicting demands.

Willingness to work flexibly when required.

Experience of Sage 200

Essential Criteria – in bold *Desirable Criteria – in italics*

**our employee
lifecycle**



Hire me Provide a job role that enables me to utilise my unique talents ensuring individuals are fit for purpose and success.

Develop me I am supported by managers that will help me develop as an individual to be the best I can be.

Manage my performance Provide an environment that promotes continuous learning and development. Managers and employees are clear on their mutual expectations and managers provide helpful and constructive feedback.

Engage and motivate me I am able to participate in decisions that affect me and my team. And concerns I have are dealt with urgently with any issues dealt with sensitively and with emotional intelligence.

Thank me My time and extra effort are recognised and appropriately rewarded. Leaders and managers show respect for my time.

Wish me farewell My feedback is appreciated and may enable continued improvements in the workplace for others.