

British Cycling
Role Profile
 Last Updated :

Role Title:	<i>Financial Controller</i>
Department :	<i>Finance</i>
Location :	<i>British Cycling Offices, Manchester</i>
Working Pattern:	37.5 hours per week Monday to Friday occasional evening and weekends
Role Holder(s) :	
Level :	
Reports to :	Finance Director
Responsible for :	<i>Accounts Assistants x 3 Finance Assistant x 2</i>

Role Purpose :	To support the Finance Director by developing, agreeing and delivering a strategy that ensures sound and prudent administration of the organisations finances, and the efficient provision of high quality support services to enable British Cycling to meet its strategic objectives.
Key Accountabilities :	<ol style="list-style-type: none"> 1. To support the Finance Director with the development and implementation of the financial plans which are focused on delivering the strategic objectives of British Cycling. 2. Work with Finance Director, in the modelling of activity, income and expenditure, in relation to complex business case developments and funding proposals, both internal and external to the organisation. To challenge assumptions with relevant individuals and be responsible for ensuring that financial modelling is robust, accurate and in line with overall organisational objectives, assessing risks and identifying risk mitigating actions as required. 3. Developing financial reporting processes to provide the Executive Leadership Team with information required to monitor financial targets set within the organisations strategy 4. Be responsible for annual financial budgets, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money 5. Lead and manage the performance of the team, creating an environment where people are clear of what is expected of them and have the performance feedback and support that they need to continuously improve. 6. Co-ordinate and be responsible for the production timely and accurate quarterly management accounts and reports, including an analysis of key matters. 7. Working with the Finance Director on the production of the statutory accounts for The British Cycling Federation and any subsidiary companies, as and when required, in accordance with the relevant accounting standards and legislation. 8. Manage relationship with external auditors to facilitate a smooth year end audit process 9. Review and update in line with best practice the organisation's internal financial procedures and controls and maintain the Financial Procedures Manual 10. Ensure all work streams and projects are compliant with the organisation's equality policy and commitment to inclusivity and its values are embedded into the actions and behaviours of the team.

Decision-making :	<ul style="list-style-type: none"> • Make suitable recommendations for the improvement of financial reporting and monitoring, the efficiency of financial accounting procedures, and financial performance and present them to the Finance Director. • Autonomy for day to day financial issues across all areas of responsibility, working within and following the described procedures within the finance manual. • Make decisions on own and departmental work priorities and when to escalate issues to the Finance Director.
Developing Solutions :	<ul style="list-style-type: none"> • Carry out financial analysis to help understand our business needs and the key financial drivers and challenges. Make proactive suggestions to provide the Finance Director and the Executive Leadership Team, with commercial solutions to improve financial performance and efficiency • Develop new, and propose enhancements to existing procedures that ensure the accuracy and integrity of the organisation's accounting records and financial systems and compliance with legislation. • Make recommendations to change working practices which will improve efficiencies and financial performance. • Creation of new policies to develop best practice. • Provide and advice and challenge departmental managers over decisions being made which will affect the financial position of the organisation.
Responsibility for Resources :	<p><u>Physical</u> : Day to day updating of data on financial systems. Access to office safe.</p> <p><u>Financial</u> : Co-ordinating the development of organisational financial planning. Developing and overseeing internal control systems to reduce the chance and impact of fraud.</p> <p>Production of departmental budgets with relevant departmental management. Authorisation of payments to all external parties..</p> <p><u>People</u> : Management of a team of 5</p>
Relationships & Influence :	<ul style="list-style-type: none"> • Daily / continuous contact with Executive Leadership Team and departmental managers, providing advice on budget control, forecasting financial impact of operational decisions, improving financial efficiency and position • Interpret and communicate complex information at a senior level and influence key business decision making through persuasive skills and specialist knowledge, conveying financial information in a way that is easily understood by non-financial managers. • Presentation of financial reports to the Executive Leadership Team and the Board. • Regular contact with external auditors to facilitate the external audit in order to minimise operational impact • Periodic contact with 3rd party organisations such as HMRC to resolve queries and ensure compliance with legislation
Knowledge, skills & expertise :	<ul style="list-style-type: none"> • CCAB recognised qualification – ACA, ACCA, CIMA. • Significant proven post qualification experience in a similar level role. • Comprehensive VAT knowledge, including partial exemption • Experience of membership organisations or sports governing bodies. • Knowledge of government funding.

	<ul style="list-style-type: none"> • Strong report writing and analytical skills. • Excellent planning and workload management skills. • Able to interpret and communicate complex information at a senior level and influence key business decision making through persuasive skills. • Computer literate, highly proficient in the integrated use of MS Office applications - advanced spreadsheet and analytical skills.
Other :	

<p>Signed (Role Holder) :</p> <p>..... Date :</p>
<p>Signed (Line Manager) :</p> <p>..... Date :</p>