

JOB DESCRIPTION

Head of Finance

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

To manage the Finance department for Edinburgh Leisure, taking full ownership of financial performance reporting and ensuring the operation of robust financial controls, to mitigate risk to the company, whilst delivering ongoing improvements to systems and processes.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Lead, manage and develop the financial accounting and business performance teams to deliver an effective and proficient service to our internal and external stakeholders.	20%
2. Conduct a review of the company financial and usage performance every month, highlight significant variances and provide suggestions to enable the senior management team to make key business decisions.	20%
3. Lead the ongoing development of the services from the financial accounting and business performance teams to ensure that the needs of the business are met, for example: <ul style="list-style-type: none"> The creation and delivery of the annual work plan in line with strategic goals Development of the Management Information system (TechOne) Development and review of our financial management and business development services to ensure they are fit for purpose, appropriate for EL, meet statutory and legislative requirements and that they are documented appropriately. 	20%
4. Provide finance support and advice to heads and managers to ensure that financial decisions and arrangements are made in line with our policies and procedures and that any risks are identified and appropriately mitigated. This will include: <ul style="list-style-type: none"> Providing constructive challenge to business assumptions and address ongoing issues through the monthly business support meeting framework Advising on the financial elements of corporate projects Providing key financial information for funding applications 	10%
5. Determine and lead on the delivery of our treasury strategy to ensure that our cash assets are managed to support our business strategy. Prepare the cash flow projections for the annual budget and monthly reforecasts.	20%

6. Ensure all statutory financial requirements are met accurately and on time, e.g. statutory accounts, corporation tax returns, VAT returns etc.	10%
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RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	Business Performance Manager and team Financial Accounting Manager and team, 6 people in total
Responsibility for finance and level of financial control:	Finance department budget £228K. Whole of Edinburgh Leisure income to monitor and report on, around £40M, costs of around £40M.
Responsibility for Physical Resource:	Laptop, phone and associated office equipment. Responsible for arranging appropriate insurance cover for the business.
Responsibility for Data and Information:	Access to business critical and sensitive data on a daily basis (e.g. financial and business monitoring information, salary details of all employees etc.)

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> You are responsible for the financial management and business performance provision in Edinburgh Leisure, making decisions and recommendations to the business to ensure that these services meet our needs. You will provide financial advice and support to the leaders of the organisation. You are responsible for creating and documenting a robust control environment to ensure Edinburgh Leisure remains legally compliant and are delivering their services in the most efficient and effective manner. You will set the standards for the finance department, ensuring that policies and procedures are up to date, relevant and fit for purpose. Ensuring that the team delivers to these standards, making necessary adjustments to achieve required service levels. You are responsible for the allocation of resources in the finance department (people and budget) to get maximum benefit from the investment. You will lead the financial management and business performance teams to ensure work is planned for, prioritised and completed on time and to agreed standards. You are responsible for overseeing the management and development of the information system (TechOne). Determine and continually review the presentation of information in the system, working with TechOne to develop and improve this.

Communication & Representing the Organisation
<ul style="list-style-type: none"> In this post, you work with a range of internal (directors, managers, board members etc) and external (bankers, insurance brokers, auditors etc) stakeholders. You are responsible for developing effective relationships with all stakeholders, further enhancing the credibility of EL's finance function. You need to be able to engage people in their role in ensuring the ongoing financial health and compliance in EL and the impact these have on the performance of the whole company. You will need to be able to influence and persuade senior managers and their teams to take the right action for the whole company (rather than for their individual needs), knowing when and how to ask questions that will help to challenge people and influence their decision making, whilst remaining open to the validity of their opinions. You need to be able to explain complex situations to a diverse range of people, engaging them in your message and the need for them to care about and own their financial performance.

- You need to have good communication skills to keep your team informed and engaged with their role and the overall performance of EL. You will have good listening skills, empathy and the ability to ensure that your team are clear on their objectives. You need to have regular meetings with your team and give clear and constructive feedback on their performance so that they are able to do their jobs effectively. Some of the team may also be studying towards professional qualifications, you need to be able to offer them additional support as and when required.
- You need to be able to present financial information to large groups of non-financial people within the organisation, ensuring the detail of the presentation is enough to get the key messages across and keep the interest of the group.
- You are expected to represent the organisation at meetings and forums appropriate to your role, bringing back key themes and developments to share with the team.

Safeguarding Our Customers

- Take an active role in the safety of yourself and your colleagues, the facility and customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.
- You are expected to understand and fulfil your role (following training) in:
 - Edinburgh Leisure's Health and Safety policy
 - Edinburgh Leisure's Child Protection policy
 - Your venue's Emergency Action Plan (EAP)
- Ensure that the venue and your area of work is clean, tidy and presentable

Problem Solving

- This role requires significant planning to ensure that key dates in, for example, the year end audit, annual insurance renewal, annual budget and forecasting cycles are met.
- You need to have a good attention to detail and an eye for accuracy. You will be able to analyse large quantities of data, identify and investigate patterns and anomalies and identify changes that are required to address issues. You will be responsible for supporting and challenging venue managers to make and implement decisions regarding the achievement of income and expenditure budgets.
- You will take a continuous improvement approach to ensure that the financial services and management information provided continues to meet the needs of the ever-changing business.
- You need to be able to take on new areas of work as required by the needs of the business, either researching to come to a solution or seeking professional advice if required.

Impact on Organization

As this role is responsible for ensuring that we have accurate and timely financial information the impact on the financial viability of the organisation is significant.

The role also assists in the aim of achieving the best possible results from every resource deployed.

The role will support financial investment decisions and will be required to set clear success criteria and associated measures.

The role supports the organisation in achieving the key strategy of improving the sustainability of the business and increasing opportunities for people to be active across Edinburgh.

JOB DEMANDS

Physical	Office based with a combination of desk work and meetings, however there is a requirement to be mobile and spend time at our venues.
Mental	The role will require strong focused leadership. There will be periods of high pressure at month, quarter and year ends which may require work out-with office hours. You will be expected to multi-task and prioritise your workload effectively,

	balancing competing priorities, whilst keeping the Commercial Director appropriately appraised.
Emotional	The role can be high pressure and involve prioritising competing demands in short response timescales. Stakeholders from all areas of Edinburgh Leisure and externally will place demands on your time and attention. The role will have a high profile within the organisation.
Environmental	You will be based in busy, open plan, office, with some working from home. You will be required to visit our venues on an ad-hoc basis, for meetings etc.

PERSON SPECIFICATION

Qualifications and Attainments:	
Essential	Desirable
<ul style="list-style-type: none"> Professional accounting qualification Evidence of continuing professional development 	
Knowledge and Experience:	
Essential	Desirable
<ul style="list-style-type: none"> Significant post qualification experience in a similar role Evidence of successfully leading and managing a team to deliver a customer focussed financial service Evidence of a thorough practical understanding and application of management accounting principles and techniques High degree of communication skills, particularly attuned to working well with non-finance professionals Experience of planning, budgeting and forecasting and cash flow preparation Used to working in fast moving environments providing accurate and timely information to a high standard 	<ul style="list-style-type: none"> Experience of the not for profit / charity sector Experience and understanding of charity accounts Experience of coaching direct reports through their professional exams Experience of arranging insurance cover for a similar or multi-activity organisation.
ESSENTIALS Behaviour Standards	Leadership by everyone and manager

DISCLOSURE/PVG REQUIREMENTS
Basic disclosure required

I have read and understand this job description and I am clear about what is expected of me in this job.

Evaluation Date	
Grade	