

Job Description

Role	Business and Finance Lead
Hours of work	Full time (37 hours per week) Part time or job share can be considered.
Salary	£40,000
Location	APT's Derbyshire office APT is looking to relocate to an office in Chesterfield early 2025, (currently based in Derby).
Closing Date	Sunday 5 January 2025 - 23:55
Interview Dates	On line interviews - 14 or 16 January Face to face interviews (Nottingham) 23 January

The Business and Finance Lead will be responsible for leading and managing key aspects of our day to day operations alongside providing financial and business support to key programmes of work and deputising for our Operations Lead, when required.

We are looking for someone to join us who:

Essential:

- Believes in the importance of physical activity being safe and inclusive for everyone.
- Believes in our values and behaviours.
- Able to develop relationships and influence to gain commitment
- Is a strong communicator and an effective advocate.
- Is able and willing to challenge, in a positive way.
- Has an aspiration and willingness to progress their skills and experience.
- Can plan, organise and prioritise own workload to meet internal and external deadlines.
- Can review, design, set up and implement organisational policies, procedures and systems in relation to finance, operational management etc.
- Able to influence and engage others, to follow APT's systems and processes.
- Can effectively manage complex resources, budgets and funding.

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- Demonstrates a drive to do things better and seeks to continually improve systems, processes, operations and outcomes.
- Is able to undertake and manage accurate recording and reporting of information with attention to detail.
- Has excellent IT skills, competent user of Microsoft 365 packages
- Is able to introduce and manage change pro-actively and positively
- Has excellent interpersonal and communication skills. Able to talk and write logically, concisely and persuasively.
- Strong listening skills, empathy and compassion
- Can travel around both counties to attend meetings including evenings

Desirable:

- Is self-reflective, self-aware and adapts own behaviour.
- Is competent in the use of cloud based accountancy, banking and hr software packages
- Has knowledge of the developing AI world and the opportunities and risks its use can bring to a small organisation.
- Understanding of, or interest in, inequalities.
- Public/voluntary sector experience

Our Business and Finance Lead will have the following areas of responsibility:

Operations and Governance

- Provide operational support to the develop and implement APT's annual plan, including governance, finance and performance reporting.
- Manage the premises and assets of APT and the service providers, carrying out regular review and re-procurement of contracts to ensure value for money and the services meet the needs of the organisation.
- Support both the Active Notts and Active Derbyshire Panels (and APT Board when required to deputise) - organising and hosting meetings, preparing papers, attending evening panel meetings to take and produce minutes etc.
- In relation to the Place Partnership programme, establish effective systems and processes for performance management, measurement and reporting, communicating progress to the team and stakeholders.
- Support the administration of the governance and leadership arrangements in the 4 Place Partnership areas.
- Provide business and operational support to our local teams in each of the 4 Place Partnership areas.

- Ensure compliance with contracts requirements associated with the Place Partnership programme including the management, reporting and reconciliation to Sport England.

Finance

- Establish and maintain effective financial management systems and processes and be responsible for all aspects of financial management relating to our Place Partnership Programme.
- Produce management accounts for the Place Partnership programme and support the wider organisational requirements of management accounting when required.
- Prepare and monitor budgets in each of the 4 Place Partnership areas.
- Responsible for all aspects of day-to-day financial management including: assisting with budget setting, monitoring expenditure, raising orders, processing invoices, making payments, monthly payroll/T&S expenses and managing the APT bank account and PayPal account ensuring that robust processes are in place for all aspects of financial management.
- Regularly audit and report on office, systems and procedures ensuring the required standards are met.

Teamwork

- Work effectively with colleagues new to the Place Partnership programme, establishing a culture that avoids silos and ensures co-ordination, integration and synergy between the work and the people working across the 4 Place Partnership areas.
- Support the administration of the training and development opportunities for the Place Partnership Programme, including leadership development and learning sessions.
- Support and work closely alongside the Business Support colleague/s to ensure the overall function is meeting the needs of the organisation
- Contribute to our matrix management approach by line managing team member/s within APT
- Provide vision, leadership and commitment in safeguarding, equity and diversity matters, with colleagues and stakeholders.
- Support new members of the team to understand the processes and systems in APT, playing a key role in the induction programme of new employees
- Be accountable for the achievement of identified actions in the annual operational plan. Regularly record change on APT systems.

Number of line reports

One - Business Support

If you're passionate about addressing inequalities and physical activity, we welcome your application. We encourage people to join our organisation from all walks of life, you don't need experience in the sport and physical activity sector to work for us. Disabled people and those from culturally and ethnically diverse communities are underrepresented in our workforce and are particularly encouraged to apply.

If you want to find out more about the role to help you decide whether to apply, you are welcome to email ilana.freestone@activepartnerstrust to set up a brief chat.

Please note, we are unable to support employees with Visa costs. Proof of Right to Work in the UK is essential and will be requested during the application process.

November 2024