



- Maximising the power of sport to change lives •

JOB DESCRIPTION

REF: FM/1125

Job Title: Finance Manager

Grade: DP Accountant

Salary Scale: £47,304-£49,515

Department: Finance

Location: House of Sport, Upper Malone Road

Responsible to: Head of Finance and Risk

Duration: Maternity Cover up to 12 months (with the possibility of extension)

Organisational background:

Sport Northern Ireland (Sport NI) is committed to delivering the highest standards of financial reporting and accountability. The role of the Finance Department is to provide high quality financial services, addressing all issues of a finance nature and providing high quality financial information. These services include: setting and monitoring budgets, monthly management accounts, financial reporting to partner organisations, public sector financial accounts and debt management.

Our mission statement is:

We are passionate about maximising the power of sport to change lives

Our DNA:

Sport NI's values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

The role of the Finance Department is to provide a complete finance service to the whole of Sport NI, addressing all issues of a finance nature and providing all relevant information to meet internal and external demands. These services may include, but are not limited to; budgetary setting, reporting & control, financial advice, income management, financial reporting to external bodies, annual accounts preparation, debt management etc.

The Finance Manager provides high quality financial information to plan, manage and account for expenditure utilising financial reporting and management information systems. The Finance Manager leads the finance team, to produce financial accounts, monthly management accounts and provide advice, guidance, and direction on the management of budgets. The Finance Manager ensures the smooth and effective running of the Finance Department.

Duties and Responsibilities:

The Finance Manager plays a key role within Sport NI leading the finance team. The role includes:

Management Accounting

- Develop and present monthly management accounts to the Executive Team.
- Provide accurate and timely financial and statistical returns.
- Completion of financial exercises commissioned by the sponsoring Department (Department for Communities).
- Setting, monitoring, and reporting on performance against budget.
- Provide financial support to budget holders.
- Review of routine month-end processes including inter-alia: bank recs and supplier recs.
- Improve financial IT systems and processes.
- Provide cashflow management and advice regarding funding streams.
- To assist in assessing the financial implications of new projects and changes in policy.
- To represent the finance department on ad hoc project teams and inter departmental liaison meetings; and

Financial Accounts

- Production and review of monthly and year end draft and final financial public sector accounts (DfC and Lottery funding);
- Develop and maintain good working relationships with Internal Auditors and the NIAO.
- Preparation of input for whole of government accounts.
- Ensure that SNI's assets and liabilities are accurately reflected in the ledger by reconciling/reviewing control accounts and resolving all differences quickly and accurately.
- Prepare good quality working papers to be reviewed by external auditors.
- Maintain the fixed asset register and ensure adequate checks on the inventory.
- Ensure the fixed asset register is kept up to date, for additions, disposals, depreciation and annual valuations.

Administration

- Prepare input for Assembly Questions and Freedom of Information requests.
- Draft papers, reports, policy documents as discussed and agreed by Chief operating Officer; and

Staffing

- Provide effective leadership to the Finance team, demonstrating behaviours commensurate with the Finance Manager role in Sport NI.
- Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment, and software at Sport NI.
- To take an active part in the preparation and participation in Annual Performance Reviews and Personal Development Interviews, including the identification of personal learning and development needs.

Corporate Management and Line Management

- To assist in the effective management of resources, ensuring work completed aligns to Business and Corporate Plan objectives.
- To carry out any other duties that, from time to time, may reasonably be undertaken in the pursuit of the post's overall objectives, undertaking duties of the post regarding Sport NI's DNA (Values).

This job description is intended to outline the main areas of activity and may be updated to reflect the organisation's changing needs.