



Director of Finance and Corporate Services
British Paralympic Association (BPA)

CANDIDATE BRIEF





Role: Director of Finance and Corporate Services

Reports to: Chief Executive Officer (CEO)

Responsible for: Finance Manager, Governance Manager, HR Manager (TBC) and Corporate Services Officer

Client: British Paralympic Association (BPA)

Location: London

The Role

The Director of Finance and Corporate Services is a senior executive role within the BPA, working extensively with the Executive Team and BPA Board.

Its prime function is to ensure the BPA is able to demonstrate effective and robust financial management and practices and be able to resource its activity in the short term and plan effectively against proposed resource in the medium and long term.

In addition, the role works with staff and contracted suppliers as required providing world class support to the organisation in terms of Governance, HR, IT, legal and office administration, ensuring a service culture in the Finance and Corporate Services team.

In the absence of the CEO, the Director of Finance and Corporate Services will act as the Accountable Officer for the organisation.

GAMES-TIME ROLE: Due to the event-delivery nature of the organisation, all Games-time roles at the BPA will be discussed and agreed for each Paralympic Games. It is likely but not confirmed therefore that the Director of Finance and Corporate Services will fulfil Games-time roles as follows:

Winter Paralympic Games: Director of the London Hub

Summer Paralympic Games: Director of the London Hub

Key Responsibilities

Executive

- Provide support and advice to the Chief Executive Officer in delivering all organisational objectives and policy.
- To play an active role as a member of the Executive Team, actively participating in discussion and decisions relating to the organisation as a whole, including at Board level.

Financial

- To be the key and primary source of professional advice and guidance to the Chief Executive and Executive Staff on all financial issues. Providing support to the Chief Executive and Board (including the Finance and Audit Committee) in delivering BPA objectives. Assist in analysing and identifying new strategies for growth.





- Ensure the BPA Group of companies operates according to applicable regulatory, legal and other externally mandated requirements, in accordance with its own financial procedures.
- Lead the process of setting and forecasting monthly, annual and four yearly cycle budgets.
- Responsible for the preparation of monthly management accounts with commentary summarizing the Group's operational departments' financial position and performance. Developing and managing cost control and management information systems as appropriate.
- Responsible for the preparation of the Group's annual accounts and year-end audit process.
- Implement, review and maintain financial policies, controls and procedures.
- Identify short, medium and long-term funding and cash flow requirements across the group. Be familiar with all fund-raising instruments and have the ability to advise on appropriate strategies.
- Oversee the organisation's cash balances, optimising returns from prudent investments and making arrangements to hedge against foreign exchange exposure.
- Understand and analyse the BPA Group's corporation tax and VAT position to ensure effective tax planning.

Corporate Services

Governance

- To work closely with the CEO to ensure that the BPA meets its legal and regulatory requirements as a registered charity and company limited by guarantee.
- To lead on risk management processes and the BPA's programme plan, ensuring that:
 - risk is accounted for in the BPA's decision making
 - the organisation is not exposed to unnecessary or excessive risk
 - activities are recorded and monitored via the BPA's programme plan
- To act as Company Secretary and if required to deputise for the Chief Executive Officer as the Accountable Officer for the organisation.
- Attend, participate in and lead on the preparation for, and organisation of, meetings of the:
 - Board
 - Finance and Audit Committee
 - Remuneration Committee
 - National Paralympic Committee
- Provide support and advice to colleagues for the administration of the Groups' governance structure.

Human Resources

- Lead on all aspects of Human Resources in line with the BPA's strategy.
- Manage external consultant activity, including payroll, salary and benefits provision, recruitment and retention processes and strategies, and performance management.
- Act as Lead Equality Officer for the BPA, and ensure continued progress against the Equality Standard for Sport





IT, Legal and Office Administration

- Manage all internal and external consultant activity with regard to IT solutions.
- Act as the BPA's Data Protection Representative, overseeing compliance with GDPR and the effectiveness of information security controls.
- Manage the organisation's relationship with external legal advisors.
- Ensure the BPA office is at all times administered effectively, efficiently, and safely - working with the British Olympic Association (landlord).

Qualifications & Skills

Qualifications

A qualified accountant, ACA / ACCA / ACMA / CIMA or equivalent International qualification

Role Requirements

Due to its engagement with the ParalympicsGB teams at both the Summer and Winter Games, an assessment process may be undertaken to determine whether or not the post-holder requires a DBS Disclosure and Barring Service (DBS) List check.

Knowledge and Skills

Essential

- Experience of both leading and participating effectively in small teams from Executive to operational level.
- A comprehensive knowledge and experience of implementation of finance strategies and practices
- Excellent financial and commercial understanding to play a key role in the further development and expansion of the business.
- A track record in leading on sound financial planning, monitoring and forecasting.
- Experience of leading on the full range of Corporate Services.
- Experience of leading, managing and developing multi-skilled teams.

Desirable

- A sound understanding of charity finance, accounting and law, and other relevant compliance requirements, e.g. A Code for Sports Governance.
- An excellent understanding of the national and international issues that will impact upon the BPA
- A thorough understanding of the workings and requirements of public grant and award making bodies.
- A good understanding of the UK Sport investment programme.
- Experience of leading strategy development and business planning in public or private sector companies.
- Knowledge of, and passion for, sport.

Behavioural Competencies and Qualities

Essential

- **Strategic Planning:** The ability to devise, plan and execute work strategies that will set out how the organisation will deliver a particular responsibility across the medium term, taking





into account all relevant factors including the wider vision and mission of the organisation, the available resources and the relationships required to deliver.

- **Financial Acumen:** The ability to set, manage and report against budgets for each of the areas for which the role is responsible.
- **Organisational Skills:** The ability to plan, organise, prioritise and execute work programmes across the scope of the role's responsibilities, working to tight deadlines, to ensure that the organisation's key objectives are met.
- **Communication:** The ability to express messages and impart information clearly, concisely and convincingly to a wide variety of audiences and through a variety of mechanisms, including both oral and written communication. The ability to listen and appreciate another person or organisation's point of view and respond effectively to that.

Desirable

- **Team leadership:** The ability clearly to express a vision for delivery and to achieve that focus by delivering from the front, setting the standards for delivery and behaviours expected of others. The ability to demonstrate exceptional inter-personnel and team working skills, and to motivate, enthuse and drive forward others.
- **Delegation:** The ability to set clear direction, parameters and metrics for the work of others and to support, motivate and drive them to achieve successful outcomes.
- **Creativity:** The ability to understand a problem or issue and the factors that influence it, and consider constructive, inventive ways in which a solution can be found and a positive work outcome achieved for the organisation. The desire constantly to consider ways in which existing practices could be done better and more efficiently.

Values

The British Paralympic Association is an organisation with unique responsibilities and roles. However, we will only achieve our ambitions by working with and through others, and by appreciation of where we fit within the wider sporting landscape.

This partnership working internally and externally is driven by three values highlighted in the BPA Strategic Plan for 2017/21 "Inspiring Excellence". You will therefore adhere to:

Excellence – everything we do as the BPA should be of the highest possible standard, and reflective of an ambition to be world leading. We are committed to a flexible, proactive, challenging approach to all activity – recognising how our own commitment to 'being better' can support the similar ambitions of our athletes and team;

Honesty – we will ensure that all engagement and communication is fair, open and grounded in an appreciation of others and their views, seeking to set and manage expectations of ourselves and others to ensure consistency and transparency; and

Trust - our interaction with each other with key partners and the wider community will be characterised by respect and will seek to engender a belief in the value, ethics and integrity of the BPA.





This job description and person specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

How to Apply

To apply, the candidates should send the following:

- Letter of application highlighting relevant experience
- Up to date curriculum vitae
- Details of current remuneration

For a confidential discussion about the role, please contact:

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