

Finance Support

Location - Home based with national travel.

Hours - 32 hours per week (0.8 FTE)

Salary - £25k - £30k FTE. 18-month contract

Introduction

Founded in 2020 with a clear mission to ensure African, Caribbean, and Asian communities have equitable access to vital water safety education, drowning prevention and the benefits of aquatics, the Black Swimming Association (BSA) is spearheading a transformative movement within the aquatic sector, providing an invaluable bridge into communities that have been historically excluded, disenfranchised and invisible in the context of aquatics and water safety.

In the UK, swimming and water-based activities have long been cherished for their physical and mental health benefits. However, the unfortunate reality is that not everyone has equitable access to these opportunities. Historical, social, and economic inequalities, coupled with institutional bias, have resulted in some communities being significantly underrepresented across all aspects of aquatic engagement.

By amplifying the voices and experiences of ethnically diverse and other marginalised communities, we aim to challenge the status quo and dismantle the barriers that prevent individuals from fully participating in and benefiting from aquatics. Importantly, the BSA's work extends beyond swimming pools, encompassing all water-based activities that rely on swimming skills and water safety knowledge. By broadening our scope through the formation of Inclusive Aquatics C.I.C., we seek to create a comprehensive and inclusive approach to aquatics that ensures everyone, regardless of their background, can safely and confidently enjoy the benefits of water-based activities.

The BSA group consists of the Black Swimming Association (charity) and Inclusive Aquatics (C.I.C) and the Finance Support role will contribute to the work of both the charity and the C.I.C.

Overview

The Finance Lead will help the BSA group to achieve our core strategic goal of enabling people from all communities to be aquatically active and safe in and around water, by providing vital financial management, and accountability to support both organisation's operations.

The role involves working closely with the Chair, the Senior Leadership Team (SLT) and the Board of Trustees, in support of achieving the BSA group's strategic and operational objectives. Ideally with financial experience gained in the charity sector, the Finance Lead will be adept at communicating financial information effectively to non-financial audiences and will have a commitment to embedding robust financial practices across the organisations.

Summary

The role is the financial lead for the BSA group, with responsibility for producing robust financial reports and forecasts, and for providing financial advice to inform strategic and operational decision-making by the SLT and the Board. The Finance Lead is responsible for communicating financial information to non-finance audiences across the charity and C.I.C, and for ensuring all routine financial transactions are conducted efficiently, with the appropriate support of colleagues.

As a member of the senior leadership team (SLT), the Finance Lead is also responsible for preparing management information and reports, contributing to the BSA group's strategy and business planning, and attending Board meetings when required. The Finance Lead may be required to line manage staff as appropriate.

Main responsibilities

1. Lead on the management and strategic development of the BSA group's finance function, including strengthening finance policy, procedures, controls, and reporting.

2. Ensure all financial practices of the BSA group align to the Sports Code for Governance and the Charities Statement of Recommended Practice (SORP)
3. Develop and oversee the annual budget and forecasts, working closely with the SLT to ensure the appropriateness of any key assumptions.
4. Provide robust, timely and accurate financial information and reports, forecasts, analysis, and advice to the SLT and Board of Trustees
5. Proactively identify any financial challenges, opportunities, and emerging risks facing the BSA group and make appropriate recommendations.
6. Manage the relationship with the BSA group's external accountants / independent examiners and take the lead on audit planning and preparation.
7. Working closely with the external accountants includes generating monthly reconciliations against the pay run.
8. As a member of the SLT, proactively contribute to the BSA group's strategy development, annual planning, impact evaluation and performance.
9. Ensure the BSA group are compliant on all financial matters and that the statutory annual report and accounts are prepared on time for the board to review.
10. Keep abreast of financial and regulatory developments across the charity and CIC sector.
11. Be responsible for liaising with the Charity Commission and Companies House on behalf of the BSA and IA.
12. Ensure the efficient and accurate management of all operational finance including the organisation's payroll function. Ensure that payments are coded correctly.
13. Ensure accurate records are maintained, including employee HR records, and payments submitted in accordance with external legal and tax requirements.
14. Provide advice on new and current initiatives including the review and oversight of all contracts with financial implications.

Additional Duties

The BSA group's work in a fast-paced and interchangeable environment, which means tasks and responsibilities for all staff can be varied and occasionally unpredictable. The post holder is expected to respond in a flexible way when such occasions arise and undertake tasks not specifically covered in this Job Description, but which are coherent within the Finance Lead role.

Accountability and relationships

The Finance Lead will be accountable to the BSA group's Chair of Trustees. The role has close working relationships with the Board of Trustees, the SLT, appropriate colleagues and external accountants.

Person specification

Knowledge and Experience

Finance / Accounting	3 years' experience of senior financial management in any organisation.	Essential
	Demonstrable skills in devising timely and accurate financial management information to inform strategic planning.	Essential
	Demonstrable experience of creating, implementing, and improving financial management systems.	Essential
	Demonstrable experience of developing finance policy in an evolving organisation.	Essential
	Strong understanding of the Sports Code for Governance and the Charities SORP and an understanding of how to implement robust financial practices.	Essential
	Experience of working in a financial management role in the charitable sector	Desirable
	Previous experience of working effectively with Trustees and Senior Leadership Teams	Desirable
	Strong communicator, approachable and able to communicate complex financial information concisely and effectively to financial and non-financial audiences.	Essential

	Advanced analytical skills with the ability to analyse financial data and provide balanced and expert financial advice.	Essential
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Interpersonal Excellence	Understand the importance of organisational culture, diverse nature, values and behaviors, and the benefits of developing these within an organisation.	Essential
	Ability to build strong and productive relationships with colleagues and teams across the organisation.	Essential

Aquatics & Water safety	Knowledge of and a passion for aquatics and water safety.	Desirable
Diversity & Inclusion	Knowledge of current inequalities in society a passion for diversity and inclusion through education, advocacy, support, and research.	Essential

IT	IT literate with experience of Microsoft Office and Xero accounting package	Essential
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Qualifications

Finance / Accounting	Professional Accounting qualification (ACA, ACCA, CIMA, CIPFA) and membership of a recognised accounting body	Essential
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How to apply

If you wish to apply for this position, please supply the following:

- A detailed CV (maximum two sides) setting out your career history, with responsibilities and achievements. Within your CV, please provide details of two professional referees. Referees will not be contacted without your prior consent.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter, is an important part of your application and will be assessed against the specified qualifications, knowledge, understanding, skills, and experience so we request that you reference all parts listed. Please include your salary expectations.

The BSA group encourages and welcomes applications from all people, regardless of background, ability, and circumstances. Upon submitting your application, we will send you an equality monitoring form for you to complete.

If you have any questions about the role, please contact Dan Newton (dan.newton@inclusiveaquatics.com), you will receive a response to your request the next working day.

To complete your application, please email your CV and cover letter Dan Newton (dan.newton@inclusiveaquatics.com) by 1200 on Friday 12 January 2024.

The BSA group will review all applications and shortlist candidates for interview between Friday 12 January and Thursday 18 January. Interviews will take place on Tuesday 23, Wednesday 24 and Thursday 25 January 2024.