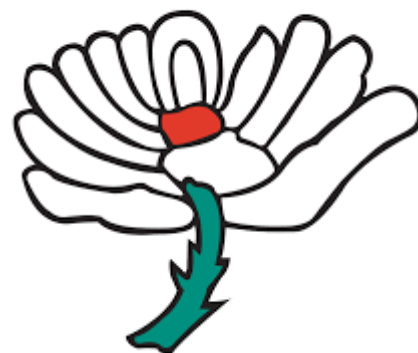


JOB DESCRIPTION

Yorkshire Cricket Board



Job Title:	Finance Manager
Department	Finance
Reporting Line:	Director of Recreational Cricket
Salary Band:	3 Manager
Location	Headingley
Employment Type	Permanent - Full Time

Company Overview

The Yorkshire Cricket Board is the governing body for recreational cricket in Yorkshire. One of our key goals is to promote the game of cricket at all levels across the County, working in partnership with other appropriate agencies and organisations, including communities, clubs and leagues and schools, to increase participation and growth in the recreational game.

Job Purpose

The Finance Manager is a standalone role responsible for the effective management and administration of all financial processes of the Yorkshire Cricket Board.

Key Responsibilities

Area	Responsibilities
Financial Planning	<ul style="list-style-type: none">- Work with management and the Board to lead annual budgets and forecasting processes- Provide insights, recommendations and track key financial metrics, to support decision-making by management and the Board- Develop and implement financial policies and procedures
Financial Management	<ul style="list-style-type: none">- Oversee accounting, bookkeeping, cash flow management and financial reporting processes, ensuring accurate financial information and compliance with regulations and policies- Support the management and Board to secure grants, sponsorships and funding, ensuring optimal funding utilisation, financial tracking, and reporting of grant-related finances

	<ul style="list-style-type: none"> - Implement and monitor financial policies, controls and risk management practices to safeguard the company's assets and reputation - Produce monthly management accounts, including commentary on significant variances and balance sheet reconciliations including bank reconciliations - Ensure full compliance with legal, financial and taxation requirements preparing accurate financial reports and disclosures for both internal and external stakeholders - Collaborate with all departments to ensure efficient operations, improved processes and overall effectiveness within the YCB - Act as key liaison with ECB finance function
Financial Administration	<ul style="list-style-type: none"> - Oversee outsourced payroll process and P11d production - Oversee employee expenses process - Administer financial returns to external funders and organisations - Administer accounts payable and accounts receivable functions - Manage bank account and cashbook on a daily basis - Manage any credit cards or debit cards associated with the bank account
Safeguarding	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to safeguarding children and adults - Contribute to the implementation of the Yorkshire Cricket Safeguarding policy - Report any safeguarding concerns in accordance with Yorkshire Cricket's Safeguarding Report Management Procedure
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices - Advocate the values of dignity, fairness, equality and respect

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

Key Relationships / Stakeholders

Colleagues
Auditors
Suppliers
Funders including England and Wales Cricket Board
Financial service providers
Third party payroll providers
England and Wales Cricket Board
Charities Commission

Job Specification

Essential Criteria	M/C
Accountancy qualification (ACA/ACCA/CIMA or equivalent), either newly qualified or part qualified with some relevant experience	<input checked="" type="checkbox"/>

3+ years demonstrated experience in a role of similar scale and scope to this one	<input checked="" type="checkbox"/>
Demonstrable experience in the production of management accounts, annual accounts and understanding the requirements of annual audit	
Strong Excel skills	<input type="checkbox"/>
Demonstrable experience of building and maintaining relationships with key stakeholders	<input type="checkbox"/>
Desirable Criteria	
Use of Sage 200 and Xero	
Experience with payroll management	<input type="checkbox"/>
Previous experience working with charity and/or community organisations, particularly in a not-for-profit setting	

Core Competencies

Time management	<input checked="" type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input type="checkbox"/>	Initiative and proactive	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input checked="" type="checkbox"/>
Able to work autonomously	<input checked="" type="checkbox"/>	Written communication	<input type="checkbox"/>

Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input checked="" type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	Adverse Financial History Check	<input checked="" type="checkbox"/>