

Recruitment Pack:  
Head of Finance

LONDON  
SPORT

We are a  
*Living  
Wage*  
Employer

THE MAYOR'S  
GOOD WORK  
STANDARD



HEALTHY  
WORKPLACE

FOUNDATION  
2019

MAYOR OF LONDON

Watch our Let's Move London film [here](#)

*We believe in an active London*

*A city that runs, jumps, and kicks like no other.*

*A city where movement is for everyone*

*No matter the pace*

*Or the place.*

*We know the value of being active*

*And its power to change and save lives*

*In every corner of our city*

*But it isn't always easy.*

*That's why we're breaking barriers of inactivity and inequality*

*Bringing communities together through movement*

*Innovating new ways to motivate and inspire*

*And driving active habits for young Londoners*

*Not just for today and tomorrow*

*But for life.*

*We are London Sport.*

*And together, we can build a healthier city*

*Where everyone can live an active life*

*Let's Move London.*

## About London Sport

London Sport is a charity working to ensure more Londoners live longer, healthier and happier lives through being active.

Supported by Sport England and the Mayor of London, we collaborate with those who share our vision, running and supporting projects that help children, young people and the least active adults embed sport and physical activity into their lives.

## Join the London Sport Team

London's diversity is its biggest asset. That's why London Sport champions equality and strives to reflect our capital's diversity in our Board and staff appointments.

We particularly welcome applications from individuals from diverse backgrounds, ethnic minority groups, disabled people and members of the LGBTQ+ community.

At London Sport, you'll be part of a group of people who believe that we can change the lives of Londoners for the better through sport and physical activity.

We also believe in activity in the workplace. Our office is part of the House of Sport, a three story co-working space founded by London Sport to provide physical activity and sport organisations in London with a base to collaborate, network and learn from one another.

Along with our partners across the building, we are proud of a working culture that supports people to be active, whether that's through early morning yoga classes, lunchtime HIIT sessions, or post-work runs.

We're constantly challenging the sports industry to think more creatively about the ways that it works for London, and we include ourselves in that challenge too. If we're not thinking creatively, we're not thinking clearly enough about what matters for Londoners.

In recent years, we've had a run of successes which we're excited to build on going forward. From the growth of our landmark London Sport Awards to our commitment to helping children form an active habit for life, we're proud to be part of a growing and increasingly important movement to bring activity to people all across London.

We're looking for colleagues who will challenge us, encourage us, and work with us to enable every community in London to reap the benefits of an active life.

We are committed to equality, diversity and inclusion. We are focussed on ensuring that our workforce is representative of the communities we serve.

## Your Team

London Sport is a team of people with very different backgrounds, experiences and specialisms. Meet some of the team you'll be working with:

### **Bhadresh Devchand | Interim COO**

I joined London Sport 7 months ago as an Interim to lead the Finance team. During that time, I had the privilege of working with the most enthusiastic and welcoming group of people. Their dedication to mission of the charity to make Londoners more active has been inspirational. This made my role as an Interim member of the team so much easier as I was made to feel truly a part of the team and as a result I have accepted an extension to my Interim contract. Outside of work I enjoy swimming and long walks.

### **Laureece Simmons | HR Manager**

I started at London Sport 6 years ago as a university student. During this time, I was supported by London Sport for 2 and a half years to complete a Business Management degree while working Monday to Thursday at London Sport. I have always worked in the Finance, People and Governance Directorate across all three aspects but have worked my way up to HR Manager and chosen this career path for my future. During my free time, I enjoy baking and I am a trained dancer in various styles including tap, ballet, contemporary and commercial.

### **Saagar Santosh | Finance Officer**

I have been at London Sport since March of last year, immediately after graduating with an MSc in Sport Management. Given my passion for sport and academic qualifications in both Sport and Finance, my role was a natural choice for me and saying that I have thoroughly enjoyed my time in this role and at the organisation would be an understatement. This being my first full-time role, London Sport has been the perfect introduction to the sport and charity sector for me, being able to work with a lot of talented, experienced and welcoming group of individuals has been a privilege so far. I believe that London Sport provides the perfect environment for anybody to nurture their passion and develop their skills to further excel in their career path. Outside of work, I try my best to exhibit my passion for sport by playing, coaching and involving myself in numerous sport and physical activities.

## The Role

You will be running a small team and will be required to be hands on to deliver all requirements of running a finance department.

You will lead on financial management and modernise our internal processes and identify areas for improvement and efficiencies in the current management accounting process and put in place new processes if required.

You will be comfortable working with senior stakeholders and will represent the finance function at internal meetings.

You love the potential of sport and physical activity to transform lives.

## What you'll do:

- Manage the Finance Function of the charity
- Manage the year end, annual budget setting and external audit process
- Production of monthly management accounts, reporting and variance analysis
- Treasury function with management of all bank accounts and credit cards and strategic financial planning
- Manage all grants, funder budgets and reporting requirements and contribute to production of tenders
- Work with the COO in supporting and preparing all reporting for the Finance Sub Committee (FSC), the Board, Strategy Implementation and Impact SC (SIISC) and the Senior Leadership Team and deputise for the COO as required
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities and obligations in relation to finance and tax
- Maintain and update all finance processes, policies and IT systems
- Assist employees with general finance enquiries and tasks

## Who you are:

- You have experience in a Head of Finance role with a similar size charity or grant giving organisation
- You are qualified, QBE or studying towards a professional financial qualification
- You have a good working knowledge of relevant legislation including funder terms and conditions, employment law, charity compliance with the Charity Commission and UK accounting standards and SORP reporting, auditors and bodies such as HMRC
- You have a working knowledge of Sage (Intacct) software
- You are capable of owning multiple tasks and seeing them through to their conclusion, meeting deadlines and prioritising work.

- You can demonstrate a practical commitment to the Behaviours of London Sport.
- You can demonstrate an understanding of, and commitment to, equality, diversity and inclusion in relation to London.
- You have a lived experience of day to day life in London.

## The Process

Application is by completion of a short online application and CV submission via our recruitment platform ([Applied](#)).

We are committed to fair and unbiased recruitment and use Applied to remove any unconscious bias from our process. You will be asked to answer a small set of questions that address the job description and person specification.

Candidates who successfully progress from the application stage will be invited to an interview.

## Key Details:

- Full-time permanent contract
- Salary: £55,000 - £60,000
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Competitive Pension scheme
- Life Assurance and Health Cash Plan
- Flexible working: we use a model of 2 plus days in our central London office at House of Sport and working from home, with travel required throughout London
- By applying for the role, you are stating that you are eligible to work in the UK. London Sport is unable to apply for a Certificate of Sponsorship for this role.

## Timeline:

- Deadline for applications: Sunday 21<sup>st</sup> April at 23:59
- Interviews: Week commencing 6<sup>th</sup> May

## To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/1rnrbr9kuj>

If you have any questions about the role or London Sport, please email [hr@londonsport.org](mailto:hr@londonsport.org).