



Job title	Commonwealth Games Federation Partnerships – Finance and Accounting Manager		
Position Type	Full time		
Level/Salary Range	£40,000 to £45,000, potential for slight increase for exceptional candidates	Location	Birmingham with the ability to travel

1. Job Purpose
<p>The vision of the Commonwealth Games Federation (CGF) is to build peaceful, sustainable and prosperous communities globally, by inspiring Commonwealth athletes to drive the impact and ambition of all Commonwealth Citizens through Sport.</p> <p>To support the delivery of its Transformation 2022 Strategy, the CGF has formed CGF Partnerships, which is owned 60% by the CGF and 40% by Lagardère Sports.</p> <p>CGF Partnerships (CGFP) will focus on delivering solutions to enhance the Commonwealth Games Movement and the Commonwealth Games through implementation of key strategic priorities and actions that will:</p> <ul style="list-style-type: none"> • Provide the CGF with immediate access to skills and expertise • Support the development and delivery of the Commonwealth Games and ensure that they deliver a strong legacy for Host Cities • Provide the people, systems and Games delivery experience to ensure that the Commonwealth Games are delivered efficiently and cost effectively, with CGFP team members working with Organising Committee (OC) staff to form truly integrated delivery teams • Create new pathways for revenue growth • Support other CGF events and the targeted development of CGAs • Provide a vehicle that will support the CGF and which will evolve as the CGF's planning develops <p>This new role will be responsible for the day-to-day operation of the CGFP Finance function, including financial and management accounting, accounts payable/receivable, cash management, accounting for VAT and other indirect taxes.</p> <p>Responsibilities will extend to other corporate areas including involvement in Procurement, Contract Management, budgeting and resource planning.</p> <p>We are looking for a highly driven and positive individual, coupled with excellent organisational skills, who enjoys working in a fast-paced and dynamic environment. The individual will also need to show the ability to flex between tactical tasks and more strategic support.</p> <p>This is an exciting opportunity to join a strong team and help shape the finance and administration function at an early stage in the company's development. It also provides an opportunity to get involved in the Birmingham 2022 Commonwealth Games and the wider Commonwealth Games Movement.</p>

2. Key Responsibilities and Accountabilities
<p>CGFP Finance</p> <ul style="list-style-type: none"> • Responsible for the day-to-day financial management of CGF Partnerships. • Develop an understanding of the CGFP contractual framework and assist in development of simple, streamlined processes around CGFP financial transactions. • Responsible for ensuring the financial records of CGFP are regularly and accurately maintained and the CGFP internal control framework is effective and operates as designed. Responsible for preparation of all month-end journals.



- Develop appropriate accounting policies and procedures for CGFP, ensure that strong controls are put in place and adhered to an ensure that there are appropriate segregation of duties
- Act as the main point of contact with the outsourced bookkeeping and tax function on all areas including processing of transactions, validation of tax returns and preparation of year-end statutory accounts.
- Liaise with CGFP team members, and senior management of the CGF (as the CGFP parent company), regularly and as required, particularly around preparation of consolidated financial statements.
- Liaise regularly with the Birmingham 2022 Finance team on a range of matters, in particular to support in accurate recording of Value-in-Kind transactions.
- Work closely with Lagardère Sports UK in developing analysis of monthly work performed for CGFP.
- Responsible for generating CGFP sales invoices and co-ordinating approval and payment of purchase invoices.
- Act as main point of liaison with the external auditors.
- Responsible for CGFP banking arrangements.
- Co-ordinate the support provided by the CGFP Executive Team Assistant, as it relates to financial record keeping and travel/expenses.
- Preparation of management accounts, cashflow forecasts, financial projections and other ad-hoc financial analysis that may be required by CGFP senior management team.

Procurement Support

- Perform simple requisitions on behalf of CGFP.
- Provide support in establishing and running the overall procurement process for major CGFP Procurements.
- Perform financial analysis to support with procurement evaluations and provide commercial insight to ensure the best outcome for CGFP.

Contract Management Support

- Develop a detailed understanding of major CGFP contracts to support in ensuring delivery and compliance, particularly with financial obligations.
- Support CGFP management in overall commercial contract management and record-keeping.

Other

- Perform other corporate duties on behalf of CGFP including liaising with outsourced Company Secretary services provider and retaining appropriate corporate records.
- Support in the wider work of CGF Partnerships as workload allows.

Responsibilities of this role will evolve with the changing needs of the entity, the CGF and Birmingham 2022 master schedule. Therefore, the candidate should thrive in a team environment and be flexible and adaptable to undertake work at different levels of seniority and across different phases of a large-scale and complex programme

	Critical	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Qualified accountant with extensive experience in financial/management accounting. 	<ul style="list-style-type: none"> • Qualified accountant (part-qualified and those qualified by experience will be considered.) • Working knowledge of significant Procurement processes and Contract Management.



		<ul style="list-style-type: none"> • Experience of working across all aspects of a small finance function and developing simple finance processes.
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Demonstrates outstanding attention to detail and rigour in ensuring accuracy of reporting. • Demonstrates clear, positive and tactful communication skills, both verbal and written. • Open to challenges and has a positive approach when taking on new tasks. • Able to multi task and work effectively under pressure. • Able to work independently but contributes to effective team working. • Builds strong internal and external peer group relationships. • Focuses on service excellence internally and externally. • Competent and experienced user of Microsoft packages – in particular Microsoft Excel. 	<ul style="list-style-type: none"> •