



JOB DESCRIPTION TEMPLATE	
Job Title	CGF Finance Manager
Reports to	CGF Chief Operating Officer/Finance Director
Scope of Role	
Business Area Corporate Services	Key departments/areas of responsibility Corporate teams Support all operational departments
Job Dimensions	
Financial	Non-Financial
None	Cross-function responsibility
Overall Job Purpose	
<p>Supporting Chief Operations Officer and management team by completing all finance and accounting routines. The Finance Manager will provide a value-added service to the CGF Team by promoting accurate financial information, assuring the integrity of financial results, and ensuring the effectiveness of internal procedures.</p> <p>The CGF corporate services function is supported via a hybrid back-of-house in conjunction with our professional services provider, EY. It is envisaged that this newly created role will ensure appropriate liaison is continued with both EY and other key stakeholders within corporate governance, such as HMRC and auditors, as required.</p> <p>Important link to ensuring Members and supported and that the various committees relying on finance matters are provided appropriate pro-active support (ie CGF Audit and Risk Committee)</p>	
Accountabilities/Responsibilities	
<ul style="list-style-type: none"> • Maintaining all finance procedures as well accounting procedures and reports. • Create /maintain financial structure and nominal ledger accounts. • Preparation of timely management accounts , reviewing and improving pack and supporting development of KPIs and other financial reports to assist decision-making. • Preparing year end accounts in conjunction with EY for the CGF Group • Preparation of Balance sheet and profit & loss accounts reports. • Preparing accruals and prepayments. • Processing business expenses. • Completing bank reconciliations and appropriate Balance Sheet accounts reconciliation. • Completing financial reports on a regular basis and providing information to the management team. • Leading on the process of annual and half yearly budget preparation • Preparation of all financial documents for the annual audit, assisting and liaising with the auditors. • Assisting with all statutory returns. • Other ad hoc duties as may arise. • Supporting process for accounts payable and processing. • Provide training to staff members about the financial systems and support greater links back to non corporate side of CGF team • Providing monthly, quarterly, and annual analysis of actual spend vs budget. • Support with timely payment run procedures. 	



- Support the existing Corporate Services team with accounting operations, including P/L and period end adjustment, cost accounting and revenue recognition
- Work closely with our advisors, EY, to coordinate and direct the preparation of the budget and financial forecasts and report variances and management accounts
- Ensure quality control over financial transactions and financial reporting
- Continuously review management reporting and structure of reporting generally, to provide greater value-added reporting to various boards and committees
- Continue the maintenance and development of business processes and accounting policies to maintain and strengthen internal controls
- Provide audit support to external auditors, and other parties such as HMRC related matters that may arise
- Additional financial controller duties as necessary

Key Interfaces (please detail purpose and level of contact)

Internal	External
COO Input as required for CGG Committees SLT CGFP Personnel	Auditors Ernst & Young E&Y Absolute (payroll) AVIVA pensions HMRC

Knowledge, Experience & Skills

- A recognised accountancy qualification is essential.
- Proficient IT skills, particularly regarding database management.
- High level of interpersonal skills and the ability to be innovative and generate new ideas.
- High standard of attention to detail with the ability to produce and access information efficiently and accurately.
- Proactive determination to ensure matters are identified and addressed
- Excellent communication, literacy and interpersonal skills.
- An ability to use own initiative and work as part of a team, manage teams or independently as the ability to advise, inform, motivate, and support individuals and organisations.
- Excellent stakeholder management – both internal and external
- Ability to take a lead on projects or initiatives with effective negotiation skills
- Be eligible to work in the UK on a full-time basis
- Excellent written and verbal communication skills
- Proven track record of delivering to tight deadlines, with the ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- Ability to execute directly at high quality and pace.
- Proven working experience as a Financial Controller/Senior Finance Manager
- 5+ years of overall combined accounting and finance experience
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements and report preparation
- Experience with general ledger functions and the month-end/year-end close process
- High proficiency in MS Office, in particular, excel and power-point

Behaviours

- Excellent communication skills both verbally and in writing
- Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners
- Engages effectively and is helpful and supportive toward others



- Highly collaborative, taking the time to engage with team members
- Reliable and committed to the success of the team
- Embraces change and is adaptable
- Able to multitask and willing to take on additional roles and tasks
- A natural communicator at all levels, approachable and knowledgeable
- Open and transparent but also maintains trust and confidentiality
- Embraces and absorbs new information
- Innovative and deadline focused
- Displays the highest levels of integrity and commitment with an ability to deliver excellent results
- Plans and manages time effectively
- Deals with ambiguity, flexible and creative in approach to delivery
- Takes accountability and ownership of tasks and problems
- Tenacious and seeks to overcome obstacles and challenges
- Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents
- Provides quality work that is fit for purpose
- Self-motivated and proud to be part of the experience
- Professional, polite, and approachable manner
- Positive attitude and optimistic
- Resilient, calm and in control of emotions
- Passionate and knowledgeable about sport