



Director of Finance and Corporate Services

Recruitment Pack

*Salary c£70,000 plus benefits package
Aberdeen City*

**creating
opportunities,
inspiring people
and changing lives**

through sport and
physical activity.

Our Vision and Values



Vision

Our vision is to be the best sport and leisure charitable trust in Scotland – creating opportunities, inspiring people and changing lives through sport and physical activity.

Values

Our values underpin everything we do.

Customer Focused – Placing our customers at the heart of our services.

Valuing our Staff – Recognising that staff are key to the company's success, we will equip our staff with the skills that they need to uphold the company's standards and represent it positively in our local communities.

Excellence – Committed to continuous improvement as part of our aim of delivering excellence in all that we do.

Innovation – Being innovative and enterprising as a means of identifying solutions and developing our business.

Respect – We commit to working with all people fairly and openly, ensuring that differences are valued and all people are treated with respect.

Inclusive – We will provide equal opportunities and inclusive access in all our services.



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Welcome

Firstly, thank you for showing interest in this exciting new director role. I hope you find the contents of this pack informative and that you will be sufficiently motivated to make an application to join us.

A pending retirement has provided me with an opportunity to completely reshape our whole finance, corporate services and administrative functions. I have taken time to listen to, and consult with, professional associates, peers and the board of directors to ensure that the widest possible lens was cast over the options. The outcome of that process is the creation of a new department which now requires its leader.



About the Role

This is a great opportunity to develop your skills and shape and influence the department, at what is a very crucial but exciting time for the company. We are a fast-paced, dynamic organisation that is agile, forward thinking and has a 'can do' attitude. Like us, you will be ambitious, innovative, creative and an individual for whom second best won't do.

As part of the Senior Leadership Team, you will bring a modern approach and a fresh perspective to enable us to continue to build on our success. You will be commercially astute, a fully qualified accountant with outstanding technical skills and acumen, aligned with a proven track record of delivering forward-thinking financial leadership and operational effectiveness.

I am looking for someone with a passion for improvement and championing change, who utilises ongoing business analysis and provides strategic support with complex projects. Backed by a highly supportive and ambitious Board of Directors, you will have the freedom and scope to make your mark on the company and all it does.

Please consider the post carefully and if you do choose to apply, I look forward to the prospect of meeting you at interview.

Thanks for considering Sport Aberdeen.



Alistair S Robertson
Managing Director

About Us



Sport Aberdeen is a UK award-winning registered charity committed to creating opportunities, inspiring people and changing lives through sport and physical activity. Established in 2010, we manage sport and physical activity services on behalf of Aberdeen City Council.



With over 500 employees, 30+ venues and more than two million visitors every year pre-Covid, Sport Aberdeen is the largest sport and leisure provider in the north-east of Scotland.



In addition to our venues, we also run an extensive coached activities programme delivering more than 1,000 classes per week to 7,000 participants, along with a range of innovative health and wellbeing programmes.

What makes Sport Aberdeen different from many other sport and leisure providers is the fact that every penny we earn is reinvested back into the venues we operate, the programmes we deliver and the communities we serve.

Structure

The company and senior leadership team is structured into five key divisions outlined below:



Our Five Ps



Participation

To promote and increase opportunities for participation in sport and physical activity for everyone in Aberdeen, focusing on assisting the least active to become more active resulting in an increase in participation of 1% and an increase in Get active members to 10,000



Places

To modernise Sport Aberdeen's venues as part of an overall planned investment strategy, supporting the city's sporting ambitions



Partnerships

To build external relationships and work in partnership across all sectors focusing on improving health and wellbeing outcomes for the people of Aberdeen



Process

To implement robust processes across the company delivering quality, excellence, efficiency and effectiveness in our capacity as a charitable organisation



People & Communities

To be recognised as the 'employer of choice' for those seeking a career in sport and physical activity in Aberdeen

Key Statistics



£7.5m

Asset Investment
in last 5 years



7

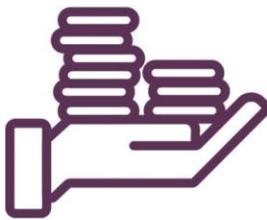
awards 2019 - 2021

most successful
trust in Scotland



£7.5m

Social Value
(Generated Annually)



£12.7m

Budgeted Income
2022/2023



£2.1m

Net Assets
(February 2022)



£2.7m

Net Current Assets
(February 2022)



500+
Employees

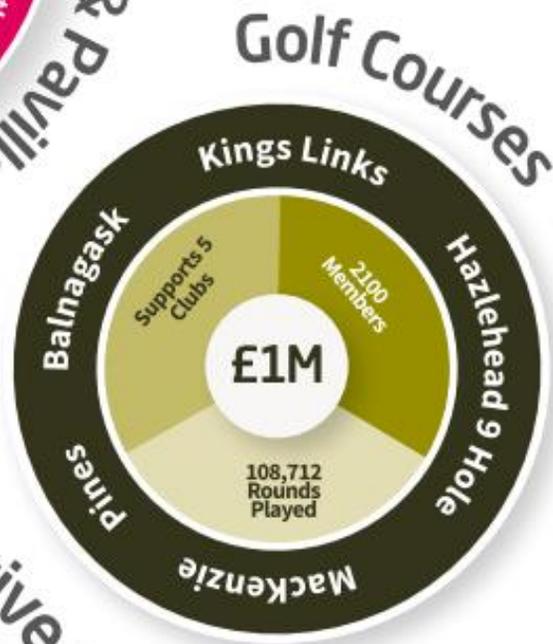


30+
Venues

Frontline Spend



Frontline Spend



Get active @ Sheddocksley

A £350k refurbishment in 2019 transformed the venue into an award-winning contemporary centre, becoming one of our most popular gyms.



Golf Courses

Over £500k invested to enhance our golf offering and improve course playability, resulting in golf members increasing to 3,500.

Office HQ

Successful relocation to “The Bridge” completed in September 2021.



Aberdeen Tennis Centre

£400k commitment to build Padel Tennis courts, due to complete late summer 2022.

Get active @ Northfield

£5.0m extensive refurbishment of a former swimming pool, project managed by Sport Aberdeen, in partnership with Aberdeen City Council and **sportscotland** to complete summer 2022.



ICT Infrastructure

£300k upgrade with modern Cloud based system planned for late 2022.

JOB SPECIFICATION

Post	Director of Finance and Corporate Services
Department	Finance and Corporate Services
Location	Company HQ, Aberdeen
Reporting arrangement	Directly accountable to the Managing Director
Responsible for	All department employees, (including agency) external consultants and third-party contractors

1 Job Purpose

- 1.1 Operating at a corporate and strategic level, directly responsible for having full financial oversight of all aspects of company business and performance, delivering a comprehensive financial management and corporate support service that will ensure the effective and efficient operation of the charity.
- 1.2 Leading and co-ordinating the following key functions:
- Budget preparation, financial reporting and statutory accounts preparation
 - External and internal audit work programmes
 - Corporate support, along with internal and external customer interface
 - Governance and regulatory compliance, and operating policy framework
 - Performance management and business insight reporting
 - Strategic risk management
 - Statutory company administration
 - ICT infrastructure, support systems and information governance

2 Leadership

At senior level -within senior leadership team (SLT)

- 2.1 Proactive approach towards assisting with the leadership of the company in an inclusive and supportive way that values employees and ensures they will give their best.
- 2.2 Demonstrate loyalty and collective responsibility within the SLT and build constructive working relationships with peers, setting an example to all company staff in exhibiting the most professional behaviour.
- 2.3 Exhibit the highest professional standards, creating effective working relationships across the company based on mutual trust and respect.
- 2.4 Take an active role within the SLT in developing long-term strategies and setting corporate goals as well as developing and maintaining effective relationships with the board and other key partners.
- 2.5 Lead interdepartmental working groups on cross-cutting themes.
- 2.6 Represent the Managing Director acting as deputy as required.

With managers within extended leadership team (ELT)

- 2.7 Create a culture that encourages and recognises new business ideas and processes as well as embedding a culture of continuous improvement.
- 2.8 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective teamwork with colleagues across the company.
- 2.9 Maintain effective channels of communication to ensure the directorate supports other departments and inter-service workstreams.
- 2.10 Be accessible and open minded to ideas that bring about innovation, change opportunities and encourage a healthy challenge to the status quo.

3 Managing People

- 3.1 Ensure all employees within the directorate understand the company mission/goals and are motivated to achieve them.
- 3.2 Provide clear direction and support to employees so they are fully equipped to deliver a quality service, promoting a culture of continuous organisational improvement and strong internal and external customer focus.
- 3.3 Recruit, manage and develop direct reports through formal and informal mechanisms to help achieve a positive performance, agreeing improvements where necessary and developing them to reach their potential.
- 3.4 Ensure an effective channel of communication throughout the directorate whilst encouraging teamwork and collaboration across service areas.
- 3.5 Establish and maintain good employee relationships with the trade unions and their representatives.

4 Role Specific

- 4.1 Manage all finance activity for the business, while meeting statutory accounting requirements, along with reporting to OSCR, Companies House, HMRC, the city council, the board of directors, ensuring compliance and corporate governance obligations are met.
- 4.2 Directly own the preparation and evaluation of the company's budgets and produce regular performance reports including progress against budget for income, expenditure and capital project plans along with the production of monthly and annual financial statements.
- 4.3 Management of the company's ICT infrastructure and service, cyber security as well as the leisure management information system (LMIS), ensuring an optimum performance to maintain operational delivery and oversee the effective use and application of technology
- 4.4 Manage procurement, along with contracts and relationships for the delivery of externalised services, including internal and external audit, insurance, banking, direct debit collection, utilities, telecoms and leisure management system

- 4.5 Provide financial advice and guidance on all aspects of the business, including strategy, capital expenditure, investments, corporate support services, cost management and performance improvement.
- 4.6 Prepare reports and documents on service performance, future planning and development as well as leading on policy development and service improvements, presenting these to the SLT and board as required
- 4.7 Lead the development and review of the company's strategic business plan and implement performance management systems with a clear reporting framework that helps measure the success and impact of company services
- 4.8 Lead on strategic risk management and maintain the company's risk register and policy framework
- 4.9 Oversee the collection, storage and analysis of all data held within the key ICT systems, developing and using a range of business analytical tools to inform key business decisions which underpin the development of the business. Ensure compliance with data management legislation and the security of company data
- 4.10 Engage in commercial negotiations, support and review bids, provide pricing and financial input, to support the commercial development of the organisation so that the company remains a sustainable and profitable enterprise

5 Miscellaneous

- 5.1 This job profile cannot cover everything that may arise within the scope of the post. The post-holder will be expected to carry out other activities from time to time which are broadly consistent with the duties as detailed above and to help ensure the highest standards are maintained in every area of the business
- 5.2 The duties of the post can be varied provided they remain commensurate with the level of responsibility

PERSON SPECIFICATION – YOUR ATTRIBUTES

E - Essential D – Desirable A – Assessment

*You will be measured by assessment in the following ways:

A – Application: I – Interview: X - Interview Exercise(s)

1	Experience	E	D	A*
1.1	Demonstrable experience working at a senior level and providing successful financial leadership and management to an organisation of similar scale and complexity (public, private or voluntary sector).	X		A,I
1.3	Extensive and consistent track record of delivery in all key areas of finance and accounting processes, risk management, asset and contract management and successfully running a finance function.	X		A,I
1.4	Financial oversight of multimillion-pound capital projects.		X	A,I
1.5	Management of cost centre budgets and the collation, preparation, and presentation of budget reports.	X		A,E
1.6	Project management and partnership working, based on contracts, SLAs and agreements.	X		A,I
1.7	Management of a wide range of personnel and people management functions including leading organisational change.		X	A
1.8	Managing an ICT function, data management and security.		X	A
1.9	Working to a board (or equivalent) and reporting accordingly.		X	A,I
1.10	Building financial awareness and understanding across the business.	X		A,I
1.11	Supporting business planning and implementation, its monitoring and evaluation.	X		A,I
2	Thorough Knowledge of			
2.1	All aspects of finance, including budgeting, planning, modelling, and forecasting as well as year-end accounts preparation.	X		A,I
2.2	Accounting tasks and compliance.	X		A,I
2.3	UK accounting principles (GAAP) and financial reporting standards	X		A,I
2.4	Finance/accounting software and advanced spreadsheet skills.	X		A,I, E
2.5	Financial controls, procedures, processes, policies and their implementation.	X		A,I
2.6	Performance management and KPI reporting.	X		A,I
2.7	Company and charity law and how it will impact on the trust.		X	A
2.8	Awareness of local government issues facing public sector services.		X	A
3	Skills and Abilities			
3.1	Excellent leadership with high standards of honesty and integrity.	X		I,E
3.2	Analytical with strong commercial acumen.	X		I

3.3	Effective at collaboration and empowering people to achieve their objectives.	X	I
3.4	People development, including mentoring and inspiring whilst demonstrating a high-level motivation.	X	I,E
3.5	ICT, including Microsoft Office and its associated applications.	X	I,E
3.6	Ability to work cohesively as part of a team.	X	E
3.7	Self-motivated, ability to set and priorities objectives, respond under pressure and manage competing deadlines.	X	I,E
4	Interpersonal and Social Skills		
4.1	Highly effective communication (written and oral).	X	I
4.2	Excellent relator and collaborator.	X	I
4.3	Confident and able to present to a range of audiences.	X	I
4.4	Ability to motivate, inspire and influence financial and non-financial stakeholders.	X	I
4.5	Self-disciplined and self-starting.	X	I
4.6	Resilient and robust personality with a positive can-do attitude	X	I
4.7	Good diplomacy, negotiation whilst displaying a sense of humor.	X	I
5	Qualifications		
5.1	Degree educated.	X	A
5.2	Fully qualified accountant (CA, ACCA, CIMA, ACA. CIPFA or equivalent).	X	A
5.3	Ongoing continued professional development e.g. MBA.		X A
5.4	Microsoft Office packages.		X A
5.5	Full driving licence.	X	A

APPLICATION PROCESS

We have retained White Cube Consulting (Aberdeen) to assist with this important appointment. The recruitment consultant is Deirdre Strachan who can be contacted with any questions or additional information requests regarding the role:

deirdre@whitecubeconsulting.com

You will be required to complete an online application form. This is available at <https://www.sportaberdeen.co.uk/careers/sa383-director-of-finance-and-corporate-services>

Applications will only be accepted from candidates completing Sport Aberdeen's online Application Form and Equal Opportunities and Criminal Convictions Form.

Initial assessment will be made based on how you demonstrate your suitability for the role against five key areas:

- Industry experience
- Industry/sector knowledge
- Aptitude and abilities
- Interpersonal and social skills
- Qualifications

Please complete the online application form which will guide you through the various sections listed above. You have the option to submit a supporting statement, but this must be limited to 1000 words.

Shortlisting will be based on an applicant's ability to meet the essential requirements. These are outlined within the person specification.

CVs will not be considered at this stage, so please don't send.

CHECKS

Before any firm offer of employment can be made, references will be checked and evidence of qualifications will be required.

In addition, we are legally required to ensure that you are eligible to work in this country and you will be asked to provide appropriate evidence.



RECRUITMENT TIMELINE

Key Dates*	Stages
29 April	Applications open
25 May	Closing date
w/c 30 May	Longlisting interview (by video link)
3 June	Shortlisting (candidates notified)
8 & 9 June	Practical exercises and assessment centre (Please note no other dates will be available)
w/c 20 June	First stage interview
w/c 27 June	Final panel interview

*applicants are advised to reserve the above dates.

INTERVIEW AND SELECTION PROCESS

We use a variety of different methods within our recruitment processes which allows a very broad range of elements to be assessed. The exact structure will be confirmed once we have decided how many candidates we will be taking forward, however it will be based on **some** or all of the following elements

- Online profiling – done prior to attending assessment centre
- Assessment centre
- Management scenario exercise
- Presentation topic
- Group role play
- Panel interview

EMPLOYMENT PACKAGE

SALARY

This role has a salary commensurate with its responsibilities and expectations. As a guide, this will be up to £70,000.

ADDITIONAL BENEFITS

Work/life balance	<ul style="list-style-type: none"> ▪ Smarter working frameworks (family-friendly policies) ▪ Generous annual leave
Getting around	<ul style="list-style-type: none"> ▪ Travel and subsistence policy
Money and investment	<ul style="list-style-type: none"> ▪ Pension scheme ▪ Independent financial advice ▪ Online retail discount scheme (Perks at Work) ▪ AVCs (where applicable) ▪ Death in service
Protection and insurance	<ul style="list-style-type: none"> ▪ Life assurance scheme ▪ Health cash plan
Healthy living	<ul style="list-style-type: none"> ▪ Free gym membership ▪ Cycle to work scheme ▪ Employee assistance programme ▪ Employee welfare (occupational health)



YOUR Brand of Choice

By providing value-for-money sport and physical activity opportunities that are accessible for all, providing high quality customer services.

YOUR Provider of Choice

By providing a flexible business model with the capacity for growth and diversification.

YOUR Employer of Choice

By providing an environment that successfully attracts, develops and retains talent.

YOUR Partner of Choice

By being trusted and highly regarded, with a reputation for delivering innovative, creative and joined-up solutions.



www.sportaberdeen.co.uk

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