

JOB DESCRIPTION

Job/Role Title:	Finance and Business Operations Director
Reporting to:	CEO
Location:	20 Eastbourne Terrace, London, W2 6LG

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC).

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing the sailors in all matters concerning the sport.

The principle members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 118 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch and use our reach and influence to create a sustainable future for our sport and the waters of the world.

Key Responsibilities

All aspects of operational financial management and reporting including:

- Monthly management accounts at local and consolidated level including prepayments, accruals, depreciation and other related accounting journals
- Monthly cashflow
- Monthly bank reconciliation of all the Group bank accounts and main contact with the banks' relationship managers
- review of actual versus budget spent with the departments' budget holders
- Annual and quadrennial budget and forecast preparations
- treasury activities i.e. foreign exchange analysis, managing of the Group bank accounts and foreign currency conversions with intra-company fund transfers

- Aged debtors analysis and credit control
- Overseeing and authorising the weekly payment run
- Managing the sales invoices for the major sponsors
- Overseeing the purchase ledger and sales ledger
- Maintaining the fixed asset register
- Preparation of quarterly VAT returns
- Managing the annual statutory audit and liaising with the auditors
- Quarterly plaques royalties
- Overseeing the WS events entry fees processing and related reconciliations
- Line management of the Finance assistant
- Any other ad hoc finance activities if required

Payroll and HR

- Maintain the payroll and HR data (employees' contracts, starters and leavers, P11D data, monthly payroll data, staff handbook)
- Main contact with the payroll bureau and the external HR adviser
- Process the monthly payroll on Sage
- Prepare staff costs budget as part of the annual budget process
- Submit P11D for all employees once a year as per statutory deadlines
- Liaise with external brokers for the annual renewal of the staff benefits (private health and travel insurances)
- Managing the annual performance review of the direct reports

Board of Directors & Audit Committee

- Preparation of the financial reporting pack (managements accounts, etc) for the monthly board meetings and dealing with any other reporting required by the board
- Preparation of the supporting papers for the biannual Audit Committee meetings and of the related minutes and distribution to the committee

Business Operations

- Line management of the Business Operations Manager and Facilities Assistant
- Overseeing all business operations activities and office management
- Insurance renewals
- Ensuring all the statutory operational requirements e.g. Health & Safety, fire evacuations and other related procedures are up to date and communicated to staff

Role

This is an exciting opportunity to work as part of the Senior Management team of World Sailing.

The Finance and Business Operations Director will have full responsibility for the leadership of the finance and business operations teams. The role requires a qualified accountant with broad financial management experience within a commercial or not-for profit organisation and with previous experience at a senior management level. The role is very hand-on and requires a strong 'can-do' attitude, flexibility and proactivity.

Excellent management skills, advocate of business partnering engaging widely across our organisation are other essential requirement for the role. Given the nature of an International

Federation – there is the need to coordinate activities with multiple parties, including but not limited to the MNA's, class associations, boat builders and IOC, IPC, ASOIF etc.

Relationships & Interfaces

Strategic reporting to:

- CEO

Support & Guidance to:

- World Sailing staff
- Board
- Audit Committee
- World Sailing stakeholders
- Key Partners

Personal Attributes & Experience

Essential experience:

- Graduate, ACCA/ACA/MBA (or equivalent) qualified accountant with a minimum of 7 years post qualification experience
- 2-4 years previous experience in a similar role
- The ability to meet tight deadlines
- A flexible and proactive approach in a small team
- Evidence of working with and contributing to a team environment
- Strong communication and negotiation skills
- Innovative and a problem solver
- Team player

Essential skills:

- Advance Excel knowledge and its use in reporting and analysis
- Advance Office applications knowledge
- Excellent written and verbal English language skills
- Excellent organisation and analysis skills
- Languages: excellent written & verbal English

Desirable:

- Knowledge of Sage 50
- Experience of working in a not for profit organisation
- Interest in sport
- Second European language