



JOB DESCRIPTION

Director of Finance

Role to commence 1st September 2025

Key details

Detail	Information
Job title	Director of Finance
Responsible to	Chief Operating Officer (COO)
Responsible for	Team of 5
Hours of work	Full-time
Salary	£65,000 - £80,000 per annum
Department	Finance
Employment type	Permanent

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Kay Simnett

Chief Operating Officer

Kay.simnett@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is **Wednesday 21st May 2025 at 12 Noon.**

Next steps

- We will sift through all applicants by **Friday 23rd May 2025** and will be in touch regardless of the outcome.
- Shortlisted candidates will be invited to attend a **full day** in **Loughborough** on **Tuesday 3rd June 2025** to give us a chance to get to know you and understand your background and experience better. It is also a great opportunity for you to get to know about us too!

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



CIMSPA

About this role

We are recruiting for an experienced and passionate Director of Finance to lead and develop the finance function of CIMSPA, providing excellence in financial management and planning and support as we continue to grow in size, voice and status.

This role will report directly to the COO and will be an integral member of the Senior Leadership Team. Ideally, you will have experience of working at a senior level with Board experience. You will be a fully qualified finance professional with a recognised qualification (e.g. CCAB ACA/ACCA/CIMA etc.)

If you are passionate about financial management, risk mitigation and like the challenge of maximising the many opportunities that comes from a growing organisation then this could be the role for you.

The Finance team provides advice and support across the organisation working in partnership with all departments to enable delivery of CIMSPA's strategy. The team operates an effective function to meet the organisation's everyday financial needs, including providing strategic direction and insight, preparing and monitoring against financial plans/forecasts, managing treasury requirements, accurately recording all financial transactions, safely procuring and paying for services,

and ensuring compliance with statutory reporting and tax requirements.

You'll provide leadership to a small but dedicated and established team where you will be relied on to lead, inspire, motivate and develop team members ensuring they can thrive and continue to be high performing as we take on the next phase of our strategy.

We are a driven, high performing organisation with a well thought out strategy that will bring greater accountability and profile.

You will produce efficient and effective delivery of our finances to ensure the financial integrity of the organisation and deliver timely and accurate financial information to enable strategic decision making.

You will produce detailed, forward-thinking budgets, forecasts and monthly variance analysis as well as oversee VAT and payroll. With circa 20,000 members and a growing turnover you will have scope to improve processes and be innovative and forward thinking with a remit to build a first-class finance department utilising technological efficiencies.

You will be a diligent person, ensuring the finest attention to detail is given throughout. You will also need to be meticulous when it comes to processes and ensuring CIMSPA is legally compliant.

As a qualified accountant, you will evolve the function ensuring continuous improvements for CIMSPA and ensuring we have the correct financial infrastructure and processes in place.

Influencing and upskilling other senior leaders to be 'financially savvy' and 'commercially aware' when working with budgets or allocating spend, whilst ensuring the day-to-day running is tip top.

This is a Head-office based role. Hybrid working will apply with a minimum of 2 days per week at our Head-office at Sport Park, Loughborough (travel to the office not covered by package).

Ability to travel to attend offsite meetings, Board meetings will be required.

We are realistic, we know that finding the perfect candidate is like finding the holy grail. Please do not be put off from applying if you don't meet every single element of the above, we would love to hear from you to understand your experience.

This role will commence ***no earlier than the 1st September 2025.***

Job description – key tasks

Leadership

- Lead and manage the Finance Directorate, including administration and systems; managing and developing the team, resources, processes and working practices in line with the strategic plans. Develop effective working relationships with the CEO, Senior Leadership Team and Board to manage relationships with a range of service providers and share knowledge, guide and support colleagues.
- As a member of the Senior Leadership Team (SLT) play an active role in the strategic leadership and development of the organisation and the building of positive relations with the Board of Trustees and the key stakeholders of CIMSPA.
- Be the lead executive attendee of the Audit & Probity and Nominations Committees (devolved committee of the CIMSPA Board).

Reporting, accounting and control

- Oversee Day-to-day management of CIMSPA's financial assets and resources in a prudent manner including production of monthly management accounts, and regular budget reviews/forecasting to ensure annual budgets are achieved.
- Manage, monitor and review the draw-down of all grant funding monies in line with the conditions of funding. Provide financial forecasts and reports to funding partners where necessary.

- Manage, monitor Develop, drive and deliver our financial strategy through robust financial infrastructure and controls whilst making strong and balanced commercial decisions.
- Be commercially astute, dynamic with the ability to influence and galvanise a dedicated and highly skilled leadership across the organisation.
- Ensure the highest standards of financial controls and governance are in place, whilst driving innovation in pursuit of business growth, efficiency and sustainability.
- Complete the statutory annual accounts including preparation of audit working papers, and draft accounts to the external auditors, responses to the Auditors letter and presentation of the final accounts and supporting documentation to the Board for approval.
- Ensure compliance with all regulatory financial and tax requirements including for Charity Commission, Companies House, HMRC etc.
- Lead sustainable management of treasury requirements including current and forecast cash at bank and investments.
- Accountable for a sound financial control environment with strong protection and mitigation against fraud and risk, ensuring that funds, assets and financial data are held and used safely.

- Keep abreast of financial and sector developments and ensure required changes are adopted in line with accounting standards and best practice.
- Own relationships with key external stakeholders, including banks, investment managers and auditors.

Business partnering

- Promote the forming and maintenance of strong working relationships across the organisation, providing financial advice and support to directors and budget holders.
- Lead, produce and develop the annual budgeting and quarterly forecasting processes, ensuring these are accurate and timely.
- Work collaboratively alongside directors / stakeholders to robustly explore potential business opportunities and identify and deliver efficiency savings.
- Foster a commercial focus around income maximisation including pricing models, business plans and processes.
- Lead the production of timely and insightful management information to stakeholders to support informed and effective decision-making.

Efficiencies and change

- Lead the establishment and maintenance of compliant, effective and pragmatic procurement and payment processes and controls, including ensuring timely payment of suppliers and staff expenses.

- Lead a programme of work to identify and deliver efficiencies and work to change the culture of the organisation to ensure financial sustainability.
- Identify and deliver opportunities to create new income streams through utilisation of our asset base.

Culture

- Role modelling our values and behaviours and developing our people.
- Coaching and motivating team, ensuring ongoing training and professional development.
- Promote a culture of continuous improvement and striving for excellent customer service.
- Any other reasonable duties and deputise for the CEO as required.

Job description – person specification

Essential skills, knowledge and experience

- Significant track record of successful financial leadership including risk management, financial planning, taxation, financial reporting and controls within an organisation with an annual turnover in excess of £5m.
- Excellent experience of budget preparation, scenario planning and financial forecasting linked to the delivery of organisational strategy and plans.
- Ability to work under pressure whilst ensuring robust decision making and risk assessment skills.
- High level of professional integrity and confidentiality and the alignment to CIMSPA's behaviours and values.
- Proven experience of presenting financial and management accounts, reports and data to suit a range of audiences.
- Ability to establish and build professional relationships quickly and gain an understanding of their goals and priorities.
- Embraces, leads and delivers effective change.
- Proven track record in successfully implementing and managing financial projects.
- Support the development of pricing strategies and commercial plans.
- Experience of company growth/restructuring including company formation and related activities such as financial restructuring, policy and governance development.

- Demonstrate experience of developing policies and procedures.
- Experience of working collaboratively and successfully across different teams to achieve a good outcome.
- Proactive approach to problem-solving.
- Ability to nurture talent, inspire staff and manage performance
- Excellent organisational and prioritisation skills with excellent attention to detail.
- Excellent written and verbal communication skills.
- Experienced in preparation and submission of quarterly VAT returns.
- Recognised accounting qualification (ACA, CIMA, ACCA etc.)
- Payroll experience.

Desirable skills, knowledge and experience

- Experience of partial VAT exemption.
- Previous not for profit experience.
- Accounting for grants (ring-fenced).
- Experience of Xero.
- Governance
- People & Culture/HR

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
- Change: able to adapt to and make changes.
- Progression: can facilitate steps to achieve progression.
- Inventive: uses resources flexibly.

We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
- Approachable: being available, listening and having an affinity with others.
- Confidence: poise; demeanour; control; capable; articulation; grace.
- Reflective awareness: think critically leading to self- improvement.
- Self-management: reflective behaviour allowing you to improve performance.
- Awareness of others: ability to influence others.

We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
- Interactive: communicates effectively.
- Energetic: passionate; enthusiastic; positive.
- Sociable: amenable; approachable; interacts.
- Motivational: encourages others to achieve goals.

We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
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Working for CIMSPA

Everyone deserves a great workplace. Everyone deserves to want to come to work and to feel that they are making a difference. Everyone deserves to be valued and trusted by their employer and to be allowed to learn and grow in their role. This is our aim at CIMSPA.

We take our culture and our employees' well-being seriously.

These days, like much of the world, we're operating in hybrid working conditions but love to see our colleagues getting together in the office, finding out about each other and enjoying the camaraderie.

We believe in our people and are committed to providing a stable, positive and supportive working environment. In our view, a healthy and happy workforce are better equipped to do their best work and more importantly, enjoy their lives inside and outside the workplace.

Quarterly team meetings give us a chance to connect with colleagues and celebrate our successes and catchup on how we are all doing. We also give out our quarterly staff awards, a real opportunity for you to recognise your colleagues.



Working for CIMSPA

What you can expect:

- Hybrid working arrangements with the opportunity to work in the office and remotely from home
- Competitive salary and enhanced contributory pension.
- Unlimited holidays plus bank holidays.
- Life assurance.
- Health Cashplan.
- Enhanced and equal maternity, paternity, adoption and surrogacy leave.
- Monthly healthy living allowance: up to £30 per month.
- New starter support: £250 home office equipment payment.
- Welcome box.
- Range of flexible benefits including retail discounts, employee assistance programme, Cycle to Work scheme, free onsite parking, onsite shower facilities, free tea and coffee etc.

And that's not all...

We believe work should be enjoyable and rewarding and we believe it is. Here at CIMSPA, we offer more than just the basics...

- One-to-one time with our CEO.
- Quarterly staff awards.
- Flexible working.
- Employee of the year award.
- Regular team events.
- Funded qualifications.
- Personalised development plan.
- Wellbeing committee - we call this "Wellbots".
- Environment and sustainability committee - we call this "Greenbots".

And importantly, you have a voice!



The Chartered Institute for the Management of Sport and Physical Activity

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Charity registration number 1144545