



Business Operations Manager

**Closing date for applications:
5pm on 21st of May 2023**

**REGISTERED
CHARITY NUMBER
1155171**

**REGISTERED
COMPANY NUMBER
08177159**

Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Sport Birmingham was established in 2014 as an independent company and registered charity, forming from the previous sports partnership hosted through Birmingham City Council.

We remain part of a national network of 43 'Active Partnerships' and have established ourselves as the leading strategic partnership for sport and physical activity in the region, underpinned by strong governance and enhanced by effective partnership work and support for the delivery network of community sport and physical activity.

Our business turnover has risen each year steadily to around £2million with approximately half of all income from Sport England through a mix of core funding and project funding. We are approaching year 2 of our 5 year funding relationship with Sport England as a systems partner.



Our Mission

Improving lives
through sport
and physical activity

Our Vision

An active, healthy city
for everyone

Our Values



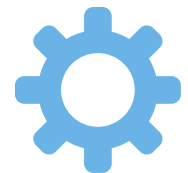
Collaborative

We build partnerships, connect people and convene groups within and outside the sport and physical activity sector; we listen, learn and share.



Inclusive

We are committed to creating and promoting inclusive opportunities, within our own organisational practices and with all our sport and physical activity partners.



Adaptable

We learn, respond and change to ensure we continue to meet the needs of people, places and organisations that we work with and for.

Our Priorities

We tackle inequalities by working where the need is greatest.



Improve physical
and mental
wellbeing
by reducing
inactivity



Grow and develop
a workforce
for the
sport and physical
activity sector



Connect
communities
through
sport and
physical activity



Improve life skills
and prospects
through
participation and
engagement



Make sport and
physical activity
inclusive
and accessible to
all

Competencies & Behaviours

Influencing

Leading, provoking innovation, and driving improvement, understanding people and inspiring confidence.

Customer-focused

Involving, representing, championing and serving community in everything, developing our approaches from the bottom-up.

Evidence-led

An evidence-led and on-going learning approach to understanding need and identifying where to focus on to achieve greatest impact.

Pioneering

Taking risks where appropriate, piloting new models and unique approaches both in the ways we deliver funding and support, through the projects, and partnerships we stimulate.

Collaborating

Connecting people, identifying opportunities to collaborate and develop partnerships and maximise effort.

Leverage

Recognising the opportunities to lever in extra investment, additional resources and community support, to expand reach and impact through effective partnerships with the private, public and voluntary and community sectors.

Legacy

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.

Equalities & Disadvantage

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.



Job Specification

Job Title: Business Operations Manager

Location: Sport Birmingham Office (with Hybrid working)

Responsible to: Operations Director

Responsible for: Business Support Officer

Contract Type: Permanent

Salary: £36,006 per annum, plus 9% employer pension
(subject to passing probation)

Hours: 37 hours per week



Job Purpose

The main purpose of this role is to provide Financial Management, Governance and Business support to aid the smooth day to day running of the business, ensuring efficient and effective office processes, management of financial data to support the financial sustainability of Sport Birmingham. The role is central to the smooth operation and key to the efficiency, performance, and development of the organisation through good financial management, governance, and compliance.

Key Duties & responsibilities

Financial Management

- Work closely with the CEO and Operations Director to set financial strategy across the organisation.
- Prepare draft budgets and financial reports for the Sport Birmingham Board, Auditors, funding bodies, Charity Commission and Companies' House.
- Provide Line management and support the development of the Business Support Officer through supervision, coaching, and delegate appropriately.
- Manage all financial systems and records to ensure the financial integrity of the charity is maintained.

Key duties & responsibilities cont.

- Monitor the performance against budgets on a regular basis for SB projects and cost centres.
- Report to and advise the Governance and Finance Committee on specific financial indicators and overall financial health of the organisation by attending Board meetings, committees and working with closely with the Chair of the G&F Committee.
- Oversee internal financial controls and safeguards.
- Ensure that all income is received, and all expenditure is properly authorised and paid.
- Delegate to, and support staff with financial responsibilities
- Ensure that all payroll duties are conducted, consulting with HMRC, and ensure we follow relevant legislation.
- Oversee the raising of grant invoices on time and in accordance with contracts and ensure prompt payment and reconciliation.
- Manage the Sport Birmingham pensions contributions systems, ensuring all relevant legislation is followed.
- Ensure Sport Birmingham is insured appropriately and review the insurance schedule on a yearly basis to ensure best value, terms, and conditions.
- Work closely with the appointed accountants and auditor in keeping records to meet Charities Statement of Recommended Practise (SORP).
- Ensure that all audits, annual reports and returns to Companies House, the Charity Commission, HMRC and other financial agencies are completed accurately and on time by working closely with appointed accountants, CEO and Operations Director.
- Supply financial information for use by managers in planning and controlling the work of the charity, including budgets and management accounts.
- Maintain all bank accounts and actively managing cashflow and investment to ensure financial security and best return.



Operations



- To undertake the secretariat role (Board meetings and Governance and Finance subcommittee) for key Birmingham Sport and Physical Activity Trust trustee meetings, ensuring efficient organisation and dissemination of information.
- To undertake HR administration procedures including tracking of holiday accrual, keeping accurate personal files through appropriate software (Sage HR or equivalent).
- Consult and negotiate with critical Business services and suppliers including IT, insurance, and financial systems and achieve best value.
- Provide information to aid the trust management team to effectively manage budget priorities, to meet the specification of the funders or partner organisations.
- To support efficient management of the Trust office procedures, ensuring delivery of organisation policies as needed.
- To manage contractual relationships with suppliers where appropriate.
- To act in as the organisations Data Controller and to ensure compliance in accordance with the data protection act.
- Any other duties as reasonably requested by a manager.

Person Specification

The post holder will:

- Contribute to achieving the mission of Sport Birmingham.
- Be an advocate for the Business Operations function across the organisation.
- Participate in team meetings and other meetings as needed.
- Represent Sport Birmingham at external events in a professional manner.

Knowledge and Experience

- An accountancy or finance qualification, such as AAT, ACCA, CIMA or equivalent (Including part qualified).
- At least two years' experience in similar field or role.
- Experience of cost-centre financial management, preferable in the Charity Sector.
- Experience of using financial spreadsheets and setting and managing budgets.
- Experience of setting up, reviewing, updating, and managing financial systems and records.
- Knowledge and experience of Sage Line 50 or using similar accounting software.
- Experience of developing sustainable financial strategies.
- Knowledge of financial requirements of Companies House, Charity Commission, the Inland Revenue, and other financial agencies.

Skills and Abilities

- Ability to work and support colleagues in a way that improves financial knowledge.
- Ability to prepare draft accounts, budgets and financial reports as needed.
- Excellent communication skills with a high attention to detail
- Strong project management, prioritising, and organisational skills with the ability to work to tight deadlines.
- A positive can-do attitude and a proactive approach
- Work on own initiative with limited supervision
- Work flexible and creatively to respond to emerging needs.
- Strong decision-making skills.

Other

- A commitment to Equality, Diversity and Inclusion, particularly personal learning, and inclusive communications
- Willing to work flexible, including occasional evenings and weekends.
- Ability to travel around Birmingham and West Midlands region.
- An empathy and understanding of our mission.
- Full clean Driving license desirable.

Application Process

We encourage applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities. We are committed to equality and diversity within our workforce and all opportunities provided by Sport Birmingham.

If you'd like an informal discussion about the role, please email Tom McIntosh (Operations Director) on tom.mcintosh@sportbirmingham.org or phone 07774337388.

To apply, please email your CV and covering letter (maximum 1 – page A4) outlining your suitability for the role, along with the equal opportunities form to recruitment@sportbirmingham.org

Closing date: 5pm on 21st of May

Interview dates: 24th of May