

FINANCE MANAGER

Responsible To:	Finance Director
Responsible For:	Finance
Member Of:	Corporate Services
Type of Contract:	Full Time (35 hours plus unpaid 1 hour lunch per day) – 80% min FTE would be considered.
Hours of Work:	9am – 5pm with some flexibility around core hours
Holidays	25 Days plus bank holidays
Location:	BF Head Office – Chiswick (although some working from home will be available)
Last Updated:	28.08.2025
Salary:	£40-45k per annum depending on experience

1. POSITION OVERVIEW

It is the ambition of British Fencing to meet the needs of the fencing community and delivery partners to maintain a long-term, self-sustaining operating model that secures the future of British Fencing, strengthens clubs, and ensures the continued growth and success of the sport.

Underpinning the delivery of this ambition are the financial processes and systems ensuring internal efficiencies and strong financial controls.

The Finance Manager will play a key role in delivering BF's financial sustainability ambitions by operating, maintaining and developing existing and new financial controls and processes, working across the organisation to support excellence in financial operations.

2. KEY RESPONSIBILITIES

This role reports directly into an experienced Finance Director who works part-time and works with a Finance Assistant who also works part-time.

2.1 MAIN RESPONSIBILITIES

- Maintenance of the general ledgers including monthly reconciliations of balance sheet accounts including as prepayments and accruals.
- Reconciliation of the Flagstone bank accounts and preparation of related journals.
- Manage the accounting for the membership department including calculation of membership deferred income and payments to the Home Countries.
- Prepare the monthly payroll journal and post. Prepare and post other standing management accounts journals including income recognised from Sport England, UK Sport and other funders.
- Preparation of the payroll information and liaise with outsourced payroll provider to prepare drafts of the monthly payroll for the Finance Director to approve. Prepare auto enrolment communications to staff and ensure that all pensions and statutory payments are kept up to date.
- Work with the Commercial department to support them in raising accurate invoices (including correct VAT treatment) and managing stock levels and COS accounting.
- Preparation of Barclaycard expense reports and review of submitted reports from card holders to ensure that coding, receipts and VAT treatment is correct. Manage deadlines for reporting by ensuring that card holders submit expense reports on a timely basis.
- Oversee the work of the Finance Assistant and review and approve journals raised by the Finance Assistant in relation to her work. Review the control account reconciliations prepared by the Finance Assistant in relation to cash, accounts payable and accounts receivable.
- First review of the weekly purchase ledger payment runs, ready for the FD review.
- Assist the Finance Director in ensuring that department and project P&Ls are being accurately recorded including dealing promptly with queries, corrections and journals.
- Review VAT reports on a monthly basis and prepare any code corrections as necessary as part of the monthly close process. Prepare and check the quarterly VAT returns ready for FD sign off and ensure submitted on time.
- Deal with department admin including, ordering of new credit cards, new SIM cards for staff.
- Review and approve other transactions which are directed to the FC role.
- Maintain and monitor progress of the team's monthly reporting checklist and take responsibility for communicating deadlines to the wider team and closing the accounting periods in Netsuite.
- Review of outstanding PO reports and follow up with budget holders for any aged balances. Prepare PO accrual based on the reports.
- Support the Finance Assistant in the collection of overdue debts, as appropriate.

2.2 GENERAL FINANCE RESPONSIBILITIES

- Work with the Finance Director and other staff to improve efficiencies across the organisation
- Assist the Finance Director in preparation and analysis of management accounts
- Work with the Finance Director and external auditors to provide requested information during annual finance audit
- Be first point of contact for staff queries about payroll.
- Call Barclays for queries related to payments or credit cards
- Manage cash held at Head Office required for international competitions
- Investigate payment queries as they arise
- Posting cheques to the bank and reporting to finance for processing
- Process required refunds through Stripe for all departments
- To assist the Finance Director in developing, and subsequently ensuring compliance with, finance policies and procedures across the organisation.
- To liaise with external parties as required
- Be first point of contact for payment queries internally

2.3 GENERAL MANAGER LEVEL RESPONSIBILITIES

- Role model and promote the values of British Fencing – Honesty, Respect and Excellence
- Support and deliver continual efforts to improve the working culture and contribute to positive employee, member and stakeholder relations across BF as a whole
- Ensure all appropriate Safeguarding policies and procedures are followed by staff and promote best practice in this area
- Follow measures to ensure there is equality of opportunity in employment and sports equity
- Comply with all aspects of BF Policy, including and not limited to Data Protection, Health and Safety Policy and Arrangements proactively raising any associated issues and risks
- Supporting the Senior leadership team in preparing key reports for external funders and internal reports for the BF Board.
- Proactively identify, record and manage risks, escalating as required in a timely manner.
- Create annual operational plans and manage yourself and those you line manage to deliver those plans reporting against clear KPIs/metrics.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

3. PERSON SPECIFICATION

Qualifications/Experience

- Part qualified CIMA, ACCA (ideally finalist)
- Experience of working in a small accounting team with a monthly reporting process.
- Ideally experience of working in an organisation with a project/departmental structure and knowledge of grant funding requirements.
- Educated to A Level or equivalent
- Ability to use Microsoft Excel to a good level (VLOOKUP, SUMIF, PIVOT)
- Computer literate, including Microsoft Office products
- Experience of cloud based accounting systems, ideally Netsuite.
- Strong written and oral presentation skills

Knowledge (Essential)

- Strong understanding of double entry and its importance in accounting, with ability to prepare journals for month end, year end and any other required adjustments
- Previous financial data entry and reconciliations experience with evidence of daily accounting operations
- Knowledge of management accounting, budgets, forecasts and year end processes

Knowledge (Desirable)

- An understanding of a National Governing Body of Sport
- Understanding of finances surrounding events (international or domestic)
- Experience of working with foreign currency transactions
- Understanding of Smartsheets

Personal Attributes

- Customer focused (internal and external), willing to support other team members where the need arises.
- Responsive and able to effectively manage conflicting deadlines
- Self-motivated, can work independently and as part of a team
- Performance orientation, including the ability to achieve targets
- Commitment to responding and listening to customer and stakeholder needs
- Positive approach to dealing with challenging issues, treats people with respect at all times
- Protects confidential information
- Creative & innovative worker
- Focused on excellent quality of service
- Continually looks to improve with a positive mindset towards embracing new technology and embracing new processes
- Does what's right – not what's easy
- Be inclusive

OTHER REQUIREMENTS

Essential

- Willingness to attend work away days on an occasional basis, this may include evening or weekend work.