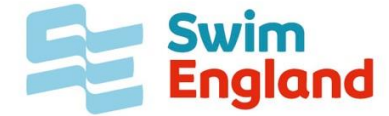


Job Description



Job Title: Head of Financial Reporting, Planning & Analysis

Department: Finance

Reporting to: Finance Director

Direct Reports: 3

Location: Hybrid with 3 days per week in Loughborough office

Salary: Grade 4

Job Purpose:

The Head of FRP&A is a key role in Swim England's financial strategy and operational performance. This position involves comprehensive financial planning, budgeting, forecasting, and analysis to support Swim England's growth and development goals. The Head of FRP&A will collaborate with teams across the organisation, providing financial insights and decision support to drive effective financial management and resource allocation.

Values:

We Are Ambitious

We Include

We Collaborate

We Do What's Right

Key responsibilities

- **Budgeting and Forecasting:** Lead the annual zero-based budgeting process, working closely with department and subsidiary heads to consolidate budgets and align with strategic objectives. Prepare rolling monthly forecasts to account for changing conditions and update financial plans accordingly.
- **Financial Analysis and Reporting:** Develop and present insightful financial reports to senior management and the Board. Provide variance analysis to explain deviations from budgets and forecasts, offering actionable recommendations.
- **Strategic Planning Support:** Support the long-term financial strategy by creating robust financial models and conducting scenario analysis to evaluate the financial impact of strategic initiatives, grant funding, sponsorships, and investments in new programs.
- **Performance Monitoring:** Track and analyse key performance indicators (KPIs) across departments and subsidiaries to evaluate financial performance against goals, identifying trends and areas for improvement.
- **Stakeholder Collaboration:** Partner with cross-functional teams, including Sports Development, Marketing, and Events, to provide financial insights, guidance, and support for planning and operational decisions.
- **Investment and Resource Allocation Analysis:** Assess opportunities for resource allocation, program funding, and new initiatives, ensuring alignment with Swim England's mission and financial priorities.
- **Funding and Grant Management:** Monitor and report on grant funding, sponsorship agreements, and other sources of revenue, ensuring compliance with financial and regulatory requirements. Provide financial oversight on funded projects as well as routine reconciliations to grant funders.
- **Process Improvement:** Continuously evaluate and improve FRP&A processes, implementing best practices for data management, reporting accuracy, and efficiency.
- **Ad Hoc Projects:** Take on special projects as needed, such as cost analysis for large-scale events, partnership opportunities, or technology implementations that impact Swim England's financial outlook.

Skills and experience required

Essential

- **Education:** Qualified (ACA/CIMA/ACCA) with at least 10 years post qualification experience
- **Experience:** At least 10 years of FRP&A experience with at least 5 years in a senior FRP&A role
- **Technical Skills:** Proficiency in financial modelling, data analysis, and forecasting tools. Advanced Excel skills are required to VBA and macro level, and experience with financial software is preferred.
- **Analytical Skills:** Strong analytical and problem-solving skills, with the ability to translate complex financial data into meaningful insights for strategic decision-making.
- **Interpersonal Skills:** Excellent communication and interpersonal skills, with a track record of collaborating effectively with cross-functional teams.
- **Attention to Detail:** Meticulous attention to detail with a commitment to accuracy in financial analysis and reporting.

Desirable

- A strong understanding of the sports sector, including challenges related to funding, public engagement, and program development.
- Passion for Swim England's mission to promote swimming for health, safety, and well-being across communities in England.