

Job Description



Job Title: Funding and Special Projects Accountant

Department: Finance

Reporting to: Finance Director

Location: SportPark

Salary:

Job Purpose:

Provide business partnering support to the Sport Development Director to effectively manage contractual relationships with funding authorities.

Work alongside the FRP&A team to produce high quality management accounts for Swim England.

Values:

We Are Ambitious

We Include

We Collaborate

We Do What's Right

Key responsibilities

- **Budgeting and Forecasting:** Lead the forecasting, budgeting and management accounts for identified business areas including grant funded areas, special projects, transformation activity etc. Ensuring alignment with departmental and strategic objectives.
- **Strategic Planning Support:** Support the long-term financial strategy of identified business areas by creating robust financial models and conducting scenario analysis to evaluate the financial impact of e.g. strategic initiatives or changes in grant funding or investments in special projects.
- **Problem Solving:** Track and analyse key performance indicators (KPIs) across identified business areas, identifying trends and areas for improvement. Work with these identified areas to ensure problems are a high priority and issues resolved in a timely manner.
- **Stakeholder Collaboration:** Partner with cross-functional teams, including Sports Development, to provide financial insights, guidance, and support for planning and operational decisions.
- **Partnering:** Provide clear and understandable financial planning and forecasting across multiple year ends to relevant budget holders to ensure the best use of funding. Use professional expertise to influence decisions made regarding grant funding, highlighting the impact on Swim England's financial outlook.
- **Funding and Grant Management:** Monitor and report on grant funding agreements, ensuring compliance with financial and regulatory requirements. Provide financial oversight on funded projects and ensure timely reporting of expenditure and revenue recognition with regards to Sport England, UK Sport funding and other funded projects as necessary.
- **Process Improvement:** Continuously evaluate and improve funding processes and monitoring, implementing best practices for data management, reporting accuracy and efficiency.
- **Ad Hoc Projects:** Take on all aspects of financial support for special / transformation projects as needed, looking at their impact on Swim England's financial outlook. Provide strategic advice to SLT regarding these projects.

Skills and experience required

Essential

- Qualified (ACA/CIMA/ACCA) with at least 10 years post qualification experience
- Excellent IT skills with the ability to use main Microsoft Office applications. Advanced Excel skills and experience with financial software are required.
- Analytical and problem-solving skills, with the ability to translate financial data into meaningful insights for strategic decision-making.
- Excellent communication and interpersonal skills, with a track record of collaborating effectively with cross-functional teams.
- Meticulous attention to detail with a commitment to accuracy in financial analysis and reporting.
- Excellent stakeholder care skills
- Proven ability to work both within and lead a team

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.