



Swim
England



Appointment of

Financial Reporting, Planning & Analysis

JANUARY 2025

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Welcome

The ability to swim is a life-skill that is essential to keep us safe in, on and around water. It is one of the nation's most popular recreational activities enjoyed by millions of people in England each year and is uniquely placed to tackle inequalities and support the health and wellbeing given its accessibility to people of all ages and abilities. In addition to this, it is made up of four amazing Olympic and Paralympic sports with our network of clubs and talent pathways supporting people to realise their full potential in the water.

We want everyone to be able to access and enjoy the benefits of the water, but we know that this is not currently the case.

Despite swimming being the only sport on the national curriculum, approximately one quarter of 11-year-olds do not meet the curriculum target – a figure that almost doubles for children from some ethnically diverse communities and for those from areas of greater deprivation.

The economic climate is also creating challenges for all organisations within the sector and adds to the pressure on clubs and pools to achieve financial sustainability – without necessary support we could be short of the equivalent of eight hundred 25m pools by the end of the decade.

Our mission is to lead and serve an aquatics community to enable safe, enjoyable and successful experiences by championing our sports and working with and empowering our partners to tackle inequalities; removing the barriers to participation currently experienced by people and communities; providing a governance structure that ensures great, safe experiences and enable everyone to reach their full potential in the water; and lobbying government and using our position of influence to advocate for the aquatics provision. Delivery of this mission is encapsulated in our strategy “One Swim England”, launched in November 2024.

Recruiting the right talent to help, support and drive our new strategy is vital enabling us to successfully implement our vision.

We are seeking an individual who is passionate about sports and financial strategy, enjoys working in a collaborative environment, and is driven to make a positive impact through sound financial planning and analysis.

If this is you, then please read through this information pack and apply.

We look forward to hearing from you.

The Swim England People Team

Head of Financial Reporting, Planning & Analysis

Salary £62,225 to £70,000 (dependent on experience)

About Swim England

Swim England is the national governing body for swimming in England, dedicated to supporting people of all ages to engage with swimming, from grassroots to elite levels. As part of our mission, we aim to lead and serve an aquatics community to enable safe, enjoyable and successful experiences.

Job Summary

Reporting to our Finance Director the Head of FRP&A will play 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 decisions to support and drive effective financial management and resource allocation.

This is an opportunity to join an organisation driven by our values and a new strategy, launched in November, "One Swim England".

Your key responsibilities will be:

- Budgeting and Forecasting
- Financial Analysis and Reporting
- Strategic Planning Support
- Performance Monitoring
- Stakeholder Collaboration
- Investment and Resource Allocation Analysis
- Funding and Grant Management
- Process Improvement
- Ad Hoc Projects

We are seeking a financial expert, qualified (ACA/CIMA/ACCA) with at least 10 years post qualification experience. You should have at least 10 years of FRP&A experience with at least 5 years in a senior FRP&A role.

Proficiency in financial modelling, data analysis, and forecasting tools as well as advanced Excel skills are required to VBA and macro level, and experience with financial software is preferred.

Strong analytical and problem-solving skills, with the ability to translate complex financial data into meaningful insights for strategic decision-making along with excellent communication and interpersonal skills are a must 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 are also essential.

For further information about the role please refer to the full job description (attached) or visit [Swim England](#).

The closing date for applications is **midnight, Sunday 12th January 2025**.

Shortlisted candidates will be invited for first stage interview on **Friday 17th January** with second stage face to face interviews taking place on **Friday 24th January** at our Loughborough offices, based at Loughborough University.

How to Apply

Dear Applicant

Head of Financial Reporting, Planning & Analysis

Thank you for your interest in the above role at Swim England. The guidance below is intended to assist you in applying for the above role.

The Application Process

To apply for this role, please click on the link below. This will direct you to our inhouse recruitment system.

[Head of Financial Reporting, Planning & Analysis](#)

You will need to follow the instructions, which will include confirming personal information as well as uploading your CV and covering letter. You should include all relevant experience in your covering letter. We would also like to hear about you, your interests and any experiences you have from activities outside of work.

Your covering letter is a key document in this process and needs to demonstrate how you meet the job requirements for the role and why you want to work for Swim England.

We also recommend that you personalise your CV to make it as relevant as possible to the key requirements of this role.

Our People Team will be supporting in this recruitment on behalf of our Senior Leadership Team.

The closing date for completed applications is **Sunday 12th January 2025 (midnight)**.

Shortlisting will take place on **Monday 13th January** with first stage interviews to be held on **Friday 17th January**.

For those successful in moving through the first stage of the selection process, a face-to-face interview will be held on **Friday 24th January** at our offices based at Loughborough University.

Please note that your documents will be retained securely in line with GDPR requirements.

We look forward to receiving your application.

Yours sincerely,

The People Team
Swim England

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.

Principal Terms and Conditions

Remuneration and Benefits

The remuneration for this post is between £62,225 and £70,000 depending on experience in line with our job evaluation scheme.

The successful applicant will be required to complete a **three-month probationary period**.

Annual leave entitlement is **24 days plus Bank Holidays**. Holiday entitlement rises by five days after five years' service, three further days after 10 years' service. These additional days will be effective from 1st April the following year.

A 35-hour working week is in operation.

Swim England offers:

- Flexible Working
- Life Assurance (4 x salary with contributions paid by the employer)
- Defined Contribution Pension Scheme
- Cycle to Work Scheme
- Enhanced Sickness, Maternity; Paternity and Adoption Benefits;
- Employee Assistance Programme
- Learning Programmes tailored to suit different roles and services.

The post holder will be based at a Sport Park, full address below, three days per week:

Sport Park
Pavillion 3
3 Oakwood Drive
Loughborough University
LE11 3QF

Should you have any queries please email the People Team careers@swimming.org

Yours sincerely,

The People Team
Swim England