

A map of South East England is shown in a light green color. Overlaid on the map are several overlapping triangles in various colors: blue, yellow, green, pink, dark green, orange, light grey, and purple. The triangles are arranged in a pattern that suggests a network or interconnectedness.

Recruitment Pack for

Head of Finance & Performance

Hours: 37 hours per week
Location: Head Office, Newtown St. Boswells
Closing Date: 24 May 2024
Job Ref No: 0805
Salary: Competitive

We have a rare opportunity to join the Live Borders Leadership Team and make a real difference in supporting our aim that everyone living, working and visiting the Borders is healthier, happier and stronger. In this role the successful candidate will provide support to the CEO and Board, leadership to the Finance and Performance function, as well as supporting colleagues across the Leadership Team with Finance matters. You will also support the organisation through an exciting Transformation Program, working with our key funding body and Stakeholder, Scottish Borders Council.

A competitive package is available for the right candidate.

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

Job Description & Person Specification

Job Title: Head of Finance and Performance
Service: Finance
Location: Head Office, Newtown St. Boswells
Reports to Post: Chief Executive Officer

Job Purpose:

To manage the Finance and Performance function
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Key Responsibilities:

<ol style="list-style-type: none"> 1. Manage, lead, develop, motivate and coach staff to effectively meet the objectives of the service, including development and delivery of the Finance business plan, setting standards of performance and targets for the team 2. Develop, implement and monitor robust finance, procurement and performance policies, procedures and processes to deliver strategy and budgetary objectives ensuring LB is appropriately protected in terms of compliance with financial best practice 3. Represent Live Borders on the Scottish Borders Pension Board/Committee. 4. Provide an advisory service on all aspect of finance to all employees of LB to ensure process, policies and legislation is adhered to, including supporting, advising, coaching and training managers 5. Provide effective revenue and capital budget planning procedures to ensure budgets reflect the needs of the business and links to strategic and operational plans, including supporting the budget process 6. Lead on the development of financial strategy for Live Borders 7. Contribute to product and service development, working with senior managers to ensure innovative funding solutions can be maximised 8. Provide and present clear, timely, accurate and understandable financial and performance reports to Management Team, Board and Finance Committee. 9. Provide clear, timely and understandable financial and performance reports, ensuring accuracy at all times 10. Lead on preparation of statutory reports and accounts, ensuring effective liaison with external auditors 11. Lead on performance management including national returns, supporting the development of key performance indicators for the business 12. Work, as part of the Senior management team, to contribute to LB strategic objectives, service business plans including identifying strategic options and solutions to ensure compliance with legislation 13. Management of team budget to ensure best value and in line with financial procedures
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EDUCATION	
Essential	Desirable
Degree or similar qualification in finance, or equivalent	
Fully qualified member of CCAB Accountancy body	
EXPERIENCE	
Essential	Desirable
Experience of preparing budgets and reporting performance against budget.	Experience in trust/charitable sector
Experience of supporting budget holders, explaining financial information to non-financial managers and enforcing compliance with financial regulations and procedures	Experience of writing and presenting Board reports
Experience of setting up and maintaining sound financial systems and procedures	
Experience of line managing staff and dealing with a range of staff management issues	Experience of working with Boards/Committees
Experience of preparing Statutory Accounts	Experience of Strategic Planning and long term financial models.
Experience of producing capital appraisals and analysis business cases	
Experience of treasury management and dealing with Funders	Experience of risk management
Experience of VAT Including preparing returns	Working with a trading subsidiary
Essential	Desirable
An excellent leader with the ability to motivate individuals and teams to achieve/exceed targets	Knowledge of long term financial planning models
Ability to analyse and use complex management information to inform decision making and development	
Strong negotiating and influencing skills demonstrated to achieve successful outcomes	
Able to communicate complex information clearly, by written or verbal means to individuals, with a wide range of financial knowledge	
Comprehensive understanding of the principles and practice of business planning, budget preparation and budgetary control	Knowledge of business process re-engineering and process mapping

Demonstrates a strong commitment to working to Organisational success – can prioritise workloads for self and team and meet deadlines	Ability to enforce financial procedures
Well-developed analytical and decision making skills	
Knowledge and understanding of current accounting, VAT and auditing requirements	
Ability to develop Key Performance Indicators, analyse complex information	
A dynamic individual who is able to work as and be part of a leadership team.	
Confident IT user both in using and developing systems	
Knowledge and understanding of computerised accountancy systems.	Knowledge of Sage Knowledge of Technology One
Excellent knowledge and understanding of Excel	
Ability to organise, prioritise and meet deadlines	
Committed, flexible and adaptable approach to work requirements	

SUMMARY OF CONDITIONS OF SERVICE

Location:	Live Borders Head Office (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	37 hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.