



## ASCB JOB DESCRIPTION

**Title:** HQ ASCB FINANCE MANAGER (FIN MAN) **Grade:** Equates to C2 Civil Servant

**Employer:** Army Sports Control Board (ASCB)

**Reports to:** Director (DASCB)

**Location:** ASCB, Fox Lines, Aldershot, Hants, GU11 2LB

### **Job Purpose Summary:**

The Finance Manager reports directly to DASCB. The incumbent will: provide financial advice to DASCB and the Board of Trustees; on behalf of DASCB, be the Fund Accountant for the Charitable Fund, Central Bank and Grant in Aid; and supervise the two Accounts Assistants who maintain the accounts on a day-to-day basis. The Finance Manager will lead all income generation through Army sport sponsorship, and is the lead for the assurance of all sponsorship activity. The incumbent will lead and manage the necessary preparation of accounts for submission to auditors, through DASCB, and on to the Charities Commission, Companies House and HMRC where appropriate. The individual will be required to be the line manager of two staff and a member of six committees.

### **Key Duties and Responsibilities:**

- Responsible for the supervision and the management of HQ ASCB Accounts to include Central Bank and Grant in Aid (public) and all non-public funds, primarily through the ASCDB Charitable Fund (ASCB CF). This includes the allocation of annual operating grants for Associations, Individuals and Sports Teams and the preparation of accounts for submission to the ASCB auditors, through DASCB.
- On behalf of DASCB, lead for staffing matters associated with Army sport sponsorship and for the assurance of all Army sport sponsorship activity.
- Responsible for ensuring statutory compliance with regulatory bodies (specifically the Charities Commission, Companies House and HMRC).

Fin Man sits on the following committees:

- As a member of the ASCB Board/Trustees Meeting;
- As a member of the quarterly DASCB Steering Committee;
- As a member of the monthly DASCB Charitable Fund Grants Committee;
- As a member of the monthly Army Sports Lottery Grants Committee;

Fin Man is line manager of two Accounts Assistants (one equivalent to a D Grade civil servant and the other an E Grade civil servant).

*(The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform mutually agreed job-related tasks other than those specifically presented in this description)*

**Job Requirements: (Educational qualifications, knowledge, skills and abilities)**

**Ideally, a retired Army Officer, of field rank. The post requires a team builder and motivator who has a strong interest in sport, an good understanding of the Army, strong leadership and management skills, excellent communication skills along with a blend of sound judgement, tact and diplomacy. The post requires proven experience in the management and control of public accounts, some experience of non-public funding, charitable law and non-public investments. Sound knowledge and experience in Microsoft Office, Excel and 365, SharePoint and the use of SAGE software are also valuable.**

Approved by DASCB

Date: 6 July 2021