



## JOB SPECIFICATION

Post:	<b>Financial Controller</b>
Site:	<b>The Bath &amp; West Showground, Shepton Mallet, BA4 6QN</b>
Reports to:	<b>Chief Executive</b>
Line Management:	<b>Accountant; Accounts &amp; Tradestands Assistant</b>
Senior Management:	<b>This role is one of four Senior Managers working with the Chief Executive</b>

### THE BUSINESS

The Royal Bath & West of England Society is a charity that was set up in 1777 to promote and encourage Agriculture, Manufacture, Arts and Rural Crafts through an innovative approach to education and knowledge transfer.

The business of the Society has evolved into four parts: -

1. Hosting financially viable agricultural and rural shows through Bath & West Shows Ltd
2. Gaining best commercial value from our showground through Bath & West Enterprises Ltd
3. Developing superfluous land to release capital for showground improvements
4. Delivering our charitable objectives

The Society is best known for hosting the annual Royal Bath & West Show on its own Showground at Shepton Mallet it also organises, The Dairy Show, the country's largest such event.

The Showground hosts a wide variety of other events organised by third party event organisers which, together with catering concessions, is worth circa £1m per year of additional revenue. It is felt that this area of the business has huge commercial potential not least with the newly refurbished 2-storey restaurant building and the new Rural Enterprise Centre that opened in early 2018.

### PURPOSE OF THE POST

The primary purpose of this role is to manage the financial affairs of the Society and its subsidiary companies and report regularly to the Honorary Treasurer and relevant committees.

Overseeing the Accountant and the Accounts & Tradestands Assistant in day-to-day operations.

### CORE DUTIES AND RESPONSIBILITIES

- Provide an effective and efficient financial control environment
- Create monthly and annual management reports to identify results, trends, financial forecasts and report any discrepancies
- Oversee all company accounts and investments including maintenance of the fixed asset register, monthly payroll (through a payroll bureau) and quarterly VAT returns

- Support other colleagues with commercial insights
- Ensure financial reporting compliance with government regulations and legislation
- Prepare end of year accounts for the external Auditors
- Manage cash flow by tracking transactions and regularly reviewing internal reports and liaise with the bank as appropriate
- Manage ticketing and prize allocations for the Society's Shows
- Motivate and lead finance team by clarifying roles and providing helpful feedback
- Suggest updates and improvements for accounting systems, including payroll and invoicing
- Develop budgets and financial plans for the Society and its subsidiaries and look for cost reduction and income generation opportunities
- Report to the Chief Executive and Honorary Treasurer with timely and accurate financial information
- Prepare and present reports as required to Board Members, Council, Senior Managers and other Stakeholders
- Keep abreast of Charity Finance regulations & ensure they are adhered to
- Source potential grant funding & assist with bid writing

It should be recognised that these are the core responsibilities and that the post holder will also be expected to contribute financial awareness within the Senior Management Team, while also needing to be hands on when required.

## **ATTRIBUTES REQUIRED**

### **Education & Training:**

#### Essential

- An appropriate financial qualification – ACA, CIMA, or ACCA
- To maintain professional development

### **Knowledge & Experience:**

#### Essential

- Experience in a business or finance environment
- Excellent analytical skills gained in a commercial environment
- Outstanding numerical skills
- Understanding of charity finances and regulations
- Demonstrate a natural aptitude for commercial opportunities.
- Experience of leading teams of people with enthusiasm and drive.
- Experience in a B2B and B2C environment.
- Highly proficient with ICT including Sage, the Microsoft suite of programmes or other data management programmes.

#### Desirable

- Understanding of GDPR regulations.
- Proven aptitude for providing an effective and efficient administration service.
- Understanding or experience of agricultural shows or the events industry

### **Personal Skills/Attributes:**

- Honesty, integrity and reliability
- Commercial awareness.
- Excellent communication skills at all levels, both oral and written with the ability to present with confidence.
- Highly organized to ensure the smooth running of the Accounts Team.
- The ability to negotiate with suppliers
- Ability to represent the Society effectively with a range of stakeholders
- Enthusiastic, proactive, conscientious and hardworking.
- Ability to organise efficiently and prioritise to meet deadlines.
- Self-motivated with the ability to work with minimal supervision, while motivating the team.
- Ability to work to set deadlines.
- Ability to function in a high-pressure environment, such as at Show time.
- Team Player
- A good sense of humour

## **WORKING ARRANGEMENTS & BENEFITS**

Days of Work:

This is a part time role & it is anticipated that the role will be for 20 hours per week. The ideal would be 4 hours per day 5 days per week however, there is some flexibility regarding days & hours of work.

Some weekend working will be required.

Additional hours may be required at busy times of the year for audit etc

The role is office based

### **As a Senior Manager you:**

- Will need to be flexible, to meet The Showground's service needs, as some non-standard working hours and locations may be required.
- Will be expected to be "on call" one week in five by rotation with SMT colleagues. This includes occasional attendance at the weekend events.
- Will be expected to attend external professional events which may involve non-standard working hours on occasions.

### **Benefits:**

- The Society offers car travel expenses at 45p per mile for authorised activities
- The Society runs a staff pension scheme and healthcare scheme (after 3 months service)
- The Society offers 30 days paid holiday per year to Senior Managers, plus Bank Holidays.

**Location:** The post-holder should ideally live within reasonable travelling distance of The Showground, BA4 6QN. Additional travel and occasional overnight stays will be required to execute some of the core responsibilities of this role.

**Salary:** – dependant on line management responsibilities, experience and qualifications.

### **Please Note**

*All details are provided for guidance only, and do not necessarily limit the responsibilities and accountabilities of the job. Full details of employment terms are provided within offers of employment, the Staff Handbook, and appropriate policies within the Royal Bath and West England Society. Some benefits indicated may only be available after a qualifying period. This document does not constitute an offer of employment. Offers are only valid when provided in writing.*