



CHIEF FINANCIAL OFFICER

SALARY:	COMPETITIVE SUBJECT TO EXPERIENCE PLUS CONTRIBUTORY PENSION
HOURS:	FULL TIME 37½ HOURS PER WEEK
TERM:	PERMANENT
LOCATION:	ILKESTON
REPORTS TO:	CHIEF EXECUTIVE OFFICER

JOB SUMMARY

The Angling Trust and Fish Legal are seeking a CFO to join the leadership team of the National Governing Body of one of the country's largest participation sports. As a leading environmental NGO we have a huge impact on the aquatic environment as well as the health and well-being of over 2 million people from a diverse cross section of society who participate in angling.

Having grown by 40% in the past year we are looking for an individual with strong commercial acumen who can drive our financial plans in order to deliver our long-term strategic objectives. This role would suit a commercially focussed CFO/FD with experience in wider operational management and delivery or an appropriately qualified operations professional. The successful candidate will be able to demonstrate a strong track record of board level financial reporting.

The role, reporting directly to the Chief Executive, will form part of the Senior Management Team and will attend Board and Committee meetings embedding the successful candidate at the heart of the organisation's future growth.

The CFO will lead all financial and commercial matters and will adopt, develop and embed policies that build on those already in situ. The aim of the role is ultimately to ensure excellent financial management, integrity and sustainability as a not-for-profit membership organisation, working to develop strategic plans and deliver ambitious financial programmes to deliver against these strategic objectives.

The successful candidate will have proven track record in a senior role leading or managing the financial operations within a commercial or third sector organisation; operating at Board or similar level; managing a finance/operations department; and in building excellent working relationships with stakeholders across the business and key external funding and commercial partners. Candidates do not need to have any angling knowledge or experience, but would need to gain some insight into the angling community and the economy of the same.

This is an opportunity to take a leading role in driving the strategy and delivery of a rapidly growing organisation, to embed a high-performance culture and to have a significant impact on the future delivery of the organisations.



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The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. The Angling Trust is united in a collaborative relationship with Fish Legal (previously known as the Anglers' Conservation Association, founded in 1948). Fish Legal was set up to protect all inland and coastal waters in the United Kingdom from pollutions and other damage. The A.C.A. Trustee Company holds and manages the fighting fund that underpins the legal actions brought by Fish Legal.

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The Chief Financial Officer will be responsible for:

Item	Duties
1	<p>Financial Management</p> <ul style="list-style-type: none">• Lead the financial operations for all of Angling Trust Ltd, Fish Legal (an unincorporated association) and A.C.A. Trustee Company Ltd aligning financial and commercial programmes to the organisations' strategic objectives.• Adopt, develop and embed suitable financial management processes to ensure each of the entities has robust financial systems, governance and integrity, which at least maintains the liquidity and cash flow of each.• With your team and other colleagues, develop budgets for all areas of the business and ensure accurate management and reporting against the same budgets, with reporting at departmental, Senior Management Team and Board/Committee level on a monthly, quarterly, annual and post project event basis as appropriate.• Take overall responsibility for the preparation of monthly and quarterly management accounts, forecasts, VAT submissions, and year end accounts in readiness for audit.• Ensure all financial operations run on a smooth and timely basis with debtors and creditors managed appropriately and within terms, cash flow is monitored and managed, and that the pricing of our services and goods remains competitive, value for money for our members and ensures at least cost recovery.



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	<ul style="list-style-type: none"> • Attend Angling Trust Board, Fish Legal Committee and the A.C.A.Trustee Company Board and appropriate sub-committee meetings and lead the financial reporting to the same. • Lead on the financial aspects of all tender bids and commercial contracts and opportunities. • Lead the relationship with our appointed auditors and ensure all obligations are fulfilled in a timely and accurate manner.
2	<p>Operational Management</p> <ul style="list-style-type: none"> • Lead the operational functions for Angling Trust Ltd and ensure a commercially focussed and integrated business across our range of delivery programmes. • Through the HR and Governance functions, ensure that Angling Trust and Fish Legal meet their operational and legal obligations; embeds a culture of excellence in management practice; engages and develops our staff; delivers appropriate support for our membership particularly in regard to risk, health and safety and insurance; and contribute to the delivery of greater diversity and inclusivity across angling. • Through our IT and business functions, ensure that Angling Trust and Fish Legal have appropriate systems and controls in place to both maximise the efficiency of staff; deliver stable and effective online platforms for our members and other users; while ensuring all data compliance and regulatory requirements are adhered to. • Through our business functions, ensure that Angling Trust and Fish Legal maximise the opportunities to create sustainable and appropriate income streams and benefits for our membership.
3	<p>People Management</p> <ul style="list-style-type: none"> • Lead the finance and business team (currently 6 people) on a day to day basis. • Embed a culture of team-working and pursuit of excellence that harnesses the skills, experiences and abilities of direct reports and across the organisations. • Undertake all management duties of the finance and business team, including induction, people management, reporting and development of direct reports and ensure the same occurs for those managed by other members of the team.
4	<p>In addition:</p> <ul style="list-style-type: none"> • To work with the Chief Executive, Senior Management Team, Angling Trust Board and Fish Legal Committee for the greater benefit of both organisations.



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	<ul style="list-style-type: none"> Any other duties that the Chief Executive or Chairs may consider appropriate from time to time.
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PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Educated to at least A level standard or equivalent 	<ul style="list-style-type: none"> Full accountancy qualification - ACA, ACCA or CIMA
EXPERIENCE	<ul style="list-style-type: none"> At least 5 years' experience in a senior finance or accountancy role in either a commercial or third sector environment. Experience of leading a finance team and undertaking all managerial duties and functions. Experience of preparing monthly and year-end financial statements; budgeting and cash flow management; preparing payroll; developing financial policy and monitoring the same; and preparing reports to Board level and presenting the same. Experience of producing written work to a high standard. 	<ul style="list-style-type: none"> Experience of writing grant applications.
KNOWLEDGE	<ul style="list-style-type: none"> A good understanding of SAGE 50. 	<ul style="list-style-type: none"> An understanding of financial analyser systems, such as Trax Analyser. A good understanding of the partial VAT provisions and how



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		<p>they apply to a not-for-profit organisation.</p> <ul style="list-style-type: none"> ▪ A knowledge of the Gambling Act in respect of society lotteries would be advantageous but not essential.
SKILLS	<ul style="list-style-type: none"> ▪ A strategic thinker with meticulous attention to detail. ▪ Ability to develop and manage your own and your team's work programme to tight deadlines ▪ Excellent multi-tasking and administrative skills ▪ An excellent communicator at all levels, with good writing skills and Board presentation skills. ▪ Good interpersonal skills with the proven ability to build positive strong internal and external relationships ▪ Able to condense and disseminate financial information to Board members and colleagues in an engaging and suitable manner. 	
QUALITIES	<ul style="list-style-type: none"> ▪ Self-assured, confident and capable. 	<ul style="list-style-type: none"> ▪
OTHER	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary. 	<ul style="list-style-type: none"> ▪ Driving licence and own vehicle. ▪ An understanding of angling or the angling environment would be beneficial, but is not essential.



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OTHER INFORMATION

Responsible to: The postholder will report to the Chief Executive Officer, who will conduct annual and interim reviews of performance against targets.

Location: Office-based at our Ilkeston (Derbyshire) office, with opportunity of some home-working. Attendance at our office in Leominster and other meeting locations (including London), will be required on a regular basis.

Working hours: 37.5 hours each week, ordinarily 9am to 5pm. On occasion some evening and/or weekend working will be required. We are open to discussing flexible working arrangements and job share opportunities.

Holidays: 23 days leave plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Status: Permanent role, subject to a 6-month probation period.

Closing date: Thursday 18 November 2021 (9am). We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Start date: By January 2022.

Miscellaneous: the postholder will be provided with use of a laptop computer and mobile phone. Business expenses may be reclaimed in accordance with our policies.

