

Job Description & Person Specification

Chief Financial Officer

Employer:	The British Mountaineering Council
Job Title:	Chief Financial Officer (CFO)
Position Details:	Part-time, 2-days per week
Remuneration:	Circa £70,000 per annum, pro rata, depending upon experience. Benefits include pension, healthcare and life insurance after qualifying period
Hours of work:	The BMC's office hours are 8.00 am to 6.00 pm Monday to Friday. The CFO will ordinarily be expected to work within these hours, but some occasional additional hours and/or evening working may be required.
Reporting to:	CEO
Location:	BMC, The Old Church, 177-179 Burton Road, West Didsbury, Manchester, M20 2BB

Background

The BMC has a dual role: it is the national representative body for climbers, hill walkers and mountaineers in England and Wales; and is national governing body for competition climbing in Great Britain. The organisation has just under 80,000 members, a dedicated volunteer network, and over 30 members of staff operating from its head office in West Didsbury, Manchester. Competition climbing is making its debut as an Olympic sport in the rescheduled 2020 Olympics that will take place in Tokyo next summer. The BMC also operates BMC insurance, a widely respected and wide-ranging insurance product for travellers, trekkers, hill walkers, climbers, mountaineers and skiers.

The Chief Financial Officer (CFO) is a new position within the BMC, that offers an exciting opportunity for an experienced, commercially minded financial officer. We are seeking a leader who can implement systems and processes that will support the BMC's ambitions for growth whilst ensuring financial sustainability into the future. As a member of the BMC's Senior Team, the CFO will lead the existing finance team to deliver against all financial aspects, including commercial development, budgets and controls, and internal financial procedures and processes. The CFO will take a lead role in supporting the delivery of our 4-year strategic plan, which includes ambitions for significant membership growth and the development of an increasing number of commercial partnerships.

Based at the BMC's office in West Didsbury, the CFO will also take the lead on ensuring good financial governance across all levels of the organisation.

Purpose

This is a Senior Team role, and the CFO will operate with delegated authority to manage the design and delivery of all work within the finance department and other areas of responsibility as assigned by the CEO. The role is to lead on providing financial support and guidance to the Senior Team, CEO and the voluntary Board of Directors, ensuring that all decisions are based on sound and complete financial information and analysis.

Specific work areas

- Support the delivery of the BMC's strategic and growth plans, to deliver the approved annual targets and revenue performance, agreed with the CEO and in the interest of the BMC's membership.
- Support the CEO in the development, delivery and ongoing review of the impact of the Strategic Plan, in areas agreed with the CEO, including but not confined to: financial planning, risk management and business continuity.
- To be actively involved in, and to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered and align with the overall financial strategy.
- To develop and promote good financial management policies and strategies including a medium- and long-term financial strategy and annual revenue and capital budgeting.
- Provide professional advice to the Board and Senior Team on medium- and long-term revenue and capital plans, to support BMC plans and strategies and on the level of reserves. To include financial modelling and scenario analysis.
- To contribute to change programmes including taking a leading role in identifying financial opportunities, service efficiencies and value for money opportunities. This includes appraising any commercial or collaborative opportunities.
- Ensure that appropriate asset management and procurement strategies are developed and maintained including maintaining an overview of partnership and collaborative arrangements.
- To maximise resources available to the BMC by analysing external funding streams and membership income, and supporting grant applications.
- To oversee effective audit and strong internal controls in all areas of financial management, risk management and asset control.
- Work closely with the BMC's Finance & Audit Committee to ensure that they are suitably informed and briefed to perform their obligations and responsibilities in relation to their support of the Board.

Skills & Person Specification	Essential / Desirable
Professional accounting qualification: ACA, ACCA, CIMA or equivalent	Essential
A minimum of ten years working in a finance-based leadership role.	Essential
Detailed knowledge of the financial and regulatory context for companies in the UK, and an understanding of the key risks facing the business and the industry sector.	Essential
Detailed knowledge and experience in organisational effectiveness, risk management, business continuity planning and implementing best practices	Essential
The ability to evaluate information from multiple sources, including the requirements of partners and stakeholders, when taking decisions on the financial governance and viability of the organisation	Essential
Strong leadership skills, including experience of developing a high-performing team (ideally within a membership organisation and/or the sporting sector)	Essential
Excellent communication and networking skills, with the ability to negotiate, to influence at a senior level and to present information with clarity and authority to stakeholders.	Essential
The ability to think strategically and critically to identify, address and resolve problems, and to support the development of strategic plans	Essential
A collaborative management style, excellent people manager who delegates responsibilities effectively	Essential
An understanding of the functions of a membership organisation / governing body of sport would be an advantage but is not a requirement	Desirable
Empathy for the interests of climbers, hill walkers and mountaineers and the freedom to enjoy these activities	Desirable

Application is by CV and Covering Letter, addressed to Paul Davies, Interim CEO.

All applications should be sent to recruitment@thebmc.co.uk and must be received by 10am on Friday 15th January 2021. Interviews will take place w/c 25th January 2021.

The BMC is fully committed to equality of opportunity for all job applicants, and aims to select people for employment on the basis of their skills, abilities, experience, knowledge and, where appropriate, qualifications and training.