



## CANDIDATE INFORMATION PACK

### Finance Manager

Athletics Northern Ireland & Mary Peters Track

**Closing Date**      **Friday 19<sup>th</sup> December 2025 at 12noon.**

Dear Candidate,

Thank you for your interest in joining Athletics NI and we welcome your application. Please see details about the role and for further details of the application process. We look forward to hearing from you.

#### 1.Introduction to Athletics Northern Ireland

Athletics Northern Ireland (ANI) is the recognised governing body for athletics in Northern Ireland and an integral part of the wider UK Athletics structure. We support over 90 affiliated clubs, 10,000 registered athletes, coaches, volunteers, and a vibrant competition and development programme spanning track & field, cross country and road running.

Our mission is to inspire participation, develop talent and support excellence at all levels—from grassroots community athletics to high-performance athletes competing on the global stage.

We work closely with Sport NI, UK Athletics, Athletics Ireland, local authorities, schools, and club partners to create an athletics system that is inclusive, safe, high-performing and financially sustainable.

As ANI continues to grow its impact, diversify its income streams and strengthen relationships with key funders and partners, the Finance Manager role becomes critical in ensuring strong governance, robust financial operations and long-term sustainability.

#### 2. About the Role

**Job Title:** Finance Manager

**Organisation:** Athletics Northern Ireland (ANI) & Mary Peters Track (MPT)

**Location:** Athletics House, Old Coach Road, Belfast

**Salary:** circa £20k

**Hours:** Part-time, 2.5 days per week (potential option to extend)

**Reporting to:** Chief Executive Officer

This role leads the entire finance function across ANI and Mary Peters Track. It is both strategic and operational, requiring a hands-on approach to finance operations coupled with the ability to provide insightful financial analysis and advice to the CEO, Board, funders and partners.

You will be the organisation's financial lead, ensuring compliance with statutory, charity, funder and audit requirements while driving continuous improvements in efficiency, controls, reporting and financial planning.

The role is highly influential and central to ANI's long-term sustainability.

### **3. Job role & responsibilities**

#### **Purpose**

Lead the finance function for Athletics NI and Mary Peters Track, ensuring robust financial management, efficient operations, accurate reporting, and strong governance across both entities. Provide high-quality financial insight to support strategic decision-making and ensure full compliance with statutory, funder, charity and company reporting requirements.

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#### **Reporting Line**

- Reports directly to the CEO
  - Works closely with the Board, its Finance / Treasury Lead, and the Mary Peters Track Committee
  - Acts as principal contact for:
    - External auditors
    - Sport NI and all funders
    - Banks, insurers, software providers, and payroll partners
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#### **Key Responsibilities**

##### **1.1. Financial Operations**

- Lead full finance operations across ANI and MPT, including general ledger, accounts payable, accounts receivable, payroll, bank accounts, fixed assets, and restricted funds.
- Maintain accurate and up-to-date ledgers through timely posting, reconciliations, month-end journals, accruals, and prepayments.
- Perform all key reconciliations monthly: bank, control accounts, payroll, grants, VAT, deferred income, fixed assets and restricted funds.
- Oversee cash management, liquidity planning and bank administration, producing cashflow forecasts and dashboards for CEO and Board review.
- Ensure financial documentation is filed, retained, and archived in line with audit and GDPR requirements.

## **1.2 Financial Planning & Analysis**

- Lead the annual budget-setting process, producing realistic and evidence-based budgets in consultation with CEO, Board and budget managers.
- Deliver in-year reforecasting, scenario modelling and sensitivity analysis.
- Provide meaningful management information, including:
  - performance against budget
  - trend analysis
  - risk and variance assessments
  - cost-to-deliver insights
  - recommendations for corrective actions
- Support CEO and senior leadership in strategic planning, business cases, grant applications and investment decisions.

## **1.3 Reporting, Governance & Audit**

- Produce a comprehensive monthly Board Finance Pack by working day X, including:
  - Income & Expenditure
  - Balance Sheet
  - Cashflow
  - Performance KPIs
  - Commentary on risks, variances and actions
- Prepare accurate and timely reports required by:
  - Sport NI
  - UKA
  - Local council partners
  - Grant providers and commercial partners
- Lead the year-end close: prepare audit schedules, manage audit queries, and ensure clear, complete audit files.
- Ensure financial statements comply with:
  - Companies Act
  - Charities SORP (FRS 102) where applicable
  - Relevant accounting standards
- Maintain ANI's and MPT's Companies House filings and support all governance and compliance reporting required by the Board.

## **1.4 Controls, Compliance & Risk Management**

- Maintain and continuously improve the financial control environment.
- Oversee delegated authority limits, purchasing controls, supplier approval and contract register.
- Ensure full compliance with:
  - Financial policies
  - Procurement thresholds
  - VAT rules (partial exemption if relevant)
  - Payroll and HMRC requirements
  - Data protection and retention obligations
- Support the CEO and Board in risk management and mitigation planning.

## 1.5 Procurement & Value for Money

- Manage the procurement policy and ensure decisions achieve value for money.
- Support competitive tendering, supplier evaluation, contract tracking and periodic review.
- Maintain contract records and ensure appropriate due-diligence checks.

## 1.6 Systems, Processes & Digital Improvement

- Act as system owner for Sage and other finance tools (e.g., Breathe HR, payroll systems).
- Maintain system integrity, reconciliations and user permissions.
- Lead improvements in automation, reporting and workflow to strengthen controls and efficiency.
- Develop and maintain finance process documentation (SOPs) and control checklists.

## 1.7 Stakeholder & Team Leadership

- Build constructive relationships with CEO, managers, coaches, volunteers, funders and Board members.
- Present complex financial information in a clear, accessible and non-technical way.
- Provide training or guidance to staff on budget management, purchasing and financial control.
- Uphold the values and ethos of ANI and contribute positively to organisational culture.

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## Success Measures (KPIs)

- **Month-end close** completed to timetable with no material outstanding reconciliations
- **Board pack** issued on schedule with high-quality analysis and actionable insights
- **Unqualified audit** with no repeat recommendations
- **Timely and accurate funder/grant reporting**, including restricted fund analysis
- **Budget accuracy** maintained within agreed tolerances
- Evidenced improvements in **systems, processes, and controls**
- Stakeholder satisfaction with clarity, responsiveness and professionalism of financial support.

## 4. Experience & Skills

### Essential

- Qualified Accountant (ACCA, ACA, CIMA) or Qualified by Experience with significant not-for-profit or charity sector experience
- Proven track record in:
  - Financial management and reporting
  - Budgeting and forecasting
  - Month-end and year-end close
  - Cashflow management
- Strong technical accounting knowledge including FRS 102 & fund accounting
- Skilled in Sage (or similar), with ability to optimise finance systems
- Excellent analytical, organisational and problem-solving skills
- Clear communicator, able to explain financial information to non-finance colleagues
- High attention to detail and commitment to accuracy
- Ability to work independently, prioritise and meet tight deadlines

### Desirable

1. Experience in a sporting, charitable, or grant-funded organisation
2. Experience preparing statutory charity accounts under SORP
3. Knowledge of payroll, pensions and VAT within not-for-profit sector
4. Experience managing or overseeing transactional processing staff or outsourced providers
5. Experience preparing reporting for Sport NI or similar funders
6. Understanding of risk management and data protection compliance

## 5. Working Arrangements & Benefits

- Part-time role: 2.5 days per week
- Flexible working options may be considered
- Opportunity to support a high-profile sporting organisation
- Direct impact on the strategic and financial sustainability of athletics in NI
- Opportunity for professional autonomy and system improvement
- Supportive CEO, Board and leadership environment

## 6. How to Apply

Applicants should submit:

1. **A CV** outlining relevant experience
2. A completed Monitoring Form to be sent for the attention of The Monitoring Officer, Athletics House, Old Coach Road, Belfast BT9 5PR

**Applications should be emailed to:** [Catherine.cwa@btinternet.com](mailto:Catherine.cwa@btinternet.com)

Please clearly state **"Finance Manager Application – Athletics NI"** in the subject line.

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