

Wesport Recruitment Pack

Strategic Lead Finance - maternity cover (12 months)



In this candidate information pack, you will find further information on our organisation, together with details on the application process for our roles.

The West of England Sport Trust (Wesport) is a Registered Charity (1114495) & Company Limited by Guarantee (05794916)

A message from our CEO

Thank you for taking an interest in joining the Wesport Team. On the following pages we would like to take this opportunity to tell you about who we are and our work to inspire active lives. You will find out a little more about what we do as well as the formal information you need to know.

There are three areas of focus to Wesport's work. We are working:

- To influence local decision makers whose resources and decisions can reduce barriers and join up approaches to helping people move more.
- With and through a wide range of organisations to ensure those in our communities who do not have equal access to physical activity and sport, have improved opportunities they have helped to shape.
- To improve the quality of information available to our networks to further influence decision makers, learn from and inform our delivery with and through others.

A lot of what we do isn't glamorous and there are no quick fixes. It won't grab the news headlines, but it is crucial! Working to join up what happens across different sectors, while demonstrating the role moving more, physical activity and sport can play, as both an outcome, and as a tool to achieve mental health, community, educational or other outcomes, is both challenging and rewarding.

We work to build strong, trusted relationships across all levels, with the organisations we connect with, from the health system and Sport England to small and micro community organisations.

We are looking for exceptional people to join our team, who can further diversify our decision making, broaden our knowledge and networks, and help shape the future direction of Wesport. You will be part of a small staff team and board passionate about our role and working together to inspire active lives.

Through our recruitment, we aim to bring in to our team additional skills and capacity to help achieve our vision and mission.

We hope this has encouraged you to read on, and we look forward to your application!



Steve Nelson, CEO

Why is our work important?

Physical inactivity is 'twice as deadly' as obesity in the UK¹, It costs the economy £10m a year². Two-thirds of people aged 16+ in the West of England, around 690,000³ of the 1.1m are classed as inactive and do not meet the [Chief Medical Officer \(CMO\) UK Physical Activity Guidelines](#). Yet being physically active offers individuals and society a raft of benefits that extend beyond physical and mental health to relationships, success at school and work, social integration, and reduced crime. We want to bring those benefits to the people of the West of England.



About Us

The West of England Sport Trust (Wesport) is a Registered Charity (1114495) & Company Limited by Guarantee (05794916) and fulfils the role of the Active Partnership for the West of England, which covers Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire, an area with a population of nearly 1.2 million.



There are 43 Active Partnerships across England, all of whom are linked together via the Active Partnerships National Network and a small national team.

Wesport's vision is to: Inspire active lives, creating the conditions wherever possible to help everyone move more.

The mission is: Establishing the conditions for long-term change, enabling more people to be physically active, inclusive for all.

Wesport connects to, collaborates and works with organisations at local community level, within education, physical activity / sport organisations and networks, significant public sector bodies including local health systems, unitary and combined authorities. An important partner is the Voluntary, Community, Social Enterprise (VCSE) sector across the West of England. Wesport works directly many VCSE organisations, and collaboratively with a local Alliance established to aid VCSE collaboration and access to resources.

As part of the Active Partnership national network, we connect regularly with our colleagues through communities of practice, action learning and strategic planning, ensuring we benefit from what we are each learning in our different places.

We connect with Sport England as a System Partner and our role in working alongside them is continuing to grow through the alignment of their objectives (the Sport England Uniting the Movement strategy) and the role Active Partnerships are able to play in supporting it. You can see our strategy on our website www.wesport.org.uk along with regular updates on our work & impact across the West of England.

We are a welcoming team of 15 staff with a breadth of knowledge and skills, working to make a difference to the lives of people in our communities to benefit from the advantages moving more through physical activity and sport can enable.



Bristol Girls Can event



Award Winners for Social Prescribing

Our Culture and our Values

To achieve our strategic objectives, *how* we work is as important as *what* we do. Our staff team are responsible for building relationships, managing initiatives and working with a wide range of individuals and organisations, with different motivations, needs, aspirations and expectations.

Overarching skills and competencies required within the Wesport team include an understanding of:

- **ABCD approach** – Asset Based Community Development builds on the assets that are found in the community and mobilizes individuals, associations, and institutions to come together to realise and develop their strengths.
- **Co-production** - Co-production is about combining everyone's strengths so that we can work together to achieve positive change
- **Sharing learning** – for mutual benefit, as important internally as it is with partners / networks
- **Workforce and leadership development** (distributed and collective) – empowering individuals across organisations to develop their skills, take ownership and leadership responsibilities, working collaboratively.

Our values:

- We are a **positive team** of people with a **passion** for sport and physical activity, which is **at the heart of all we do**.
- **Collaboration is key**: we know when to take the lead and understand when someone else is better placed to do so.
- We are proud to work for Wesport and **place value** in the work we do. We are always **seeking new ways to make a difference**.
- **Teamwork** is vitally important – we **support one another** to get the job done, with **honesty and commitment**.
- We are **people centred**; aiming to **improve local communities by working with them**.

Linked to our 'how', are qualities we will need to work in this way, being a team that is:

- **Accountable** – open to check / challenge, motivated and responsible
- **Generous** – linking back to our values, supporting colleagues, being generous with time and contributions to others' work
- **Comfortable 'working in the grey'** – working dynamically, accepting we will never know all the facts or have all the answers to our questions, being brave
- **Leaders in their own right** – at every level, demonstrating leadership skills
- **Able to work across a broad brief and focused action** – Wesport's work is both 'deep' and 'wide' and we need to be skilled at both.
- **Seeking collaboration, internally and externally** – this must be deliberate, while knowing it takes time, effort and hard work to build strong collaborative relationships.

Wesport embraces & champions equalities, diversity, equity, and inclusion. We are committed to building a team that represents a variety of backgrounds, perspectives and skills to help keep us relevant to the communities that we work within.

We are committed to fulfilling our promise to become an anti-racist organisation and to actively address the racial inequalities that hinder individuals from leading active lives and enjoying

the benefits of sport, physical activity, and movement. It is no longer sufficient to simply avoid being racist; we must all embrace an active anti-racist stance. This work is a top priority for everyone here at Wesport.

Benefits of working at Wesport

- Workplace Pension Scheme – as part of the Wesport team, after 3 months you are automatically enrolled into the workplace pension. Wesport's employer contribution rate is between 8-10% dependent on the employee contribution rate (minimum of 4%).
- 23 days of annual leave (pro rata) plus public holidays.
- Cycle to Work scheme
- Flexible working arrangements
- Small, friendly staff team
- Employee Assistance Programme
- Free parking at the Wesport office
- Office electric bike that can be borrowed for going to meetings
- Free annual Parks Tennis membership for either the Bristol Parks Tennis or Tennis @ The Park sites



Office Location

In December 2023, Wesport moved into the Vassall Centre in Fishponds, Bristol, which is the home of Bristol Charities. There is free parking on site, and the Wesport team benefits from being based in a building with other charities that are also striving to make a difference to the people within the West of England. There's also the opportunity for a spot of lunchtime Ping!

The office is around a 10-15 minute drive from the M32 which links to the M4 and M5, so easily accessible by car. The main Fishponds high street is a 5-10 minute walk away, and is well-served by a variety of buses.

The Recruitment Process

If one of our roles appeals to you, please check the closing date to ensure you have time to complete the application. If you have any questions about the role, the relevant person to contact is on the job advertisement (this changes depending on the role).

To apply, you need to fill out the Wesport Application Form, and return it before the closing date & time that is on the advert.

The shortlisting panel will review all applications against the requirements of the job description & person specification, so to have the strongest chance of being shortlisted, please ensure that you've covered in detail how you can demonstrate that you meet the requirements of the role.

If there are a couple of areas that you don't have the relevant experience or skills, but you have a passion for the role and the work it entails, please apply anyway. We can teach you certain elements of the role, as passion for this work is a key attribute we are looking for. Please demonstrate how you would aim to overcome that within your application.

Once the closing date has passed, the shortlisting panel will meet to review all applications. If you are shortlisted, you will then be invited to an interview. This generally follows a format of a pre-interview task, plus an unseen task on the day, followed by a more formal interview panel. This gives a chance for you to demonstrate your skills in tasks that relate to the role, and for you to ask any questions.

After all the interviews have concluded, the panel will meet to review all responses & decide whether to offer the role to a candidate.

If you are unsuccessful, you will be notified and can ask for any feedback.

We look forward to hearing from you soon! And if this job doesn't appeal, please keep an eye out for alternative roles with us.



PE School Sport Conference



Sport & Physical Activity Network Conference

Wesport Seeks New Strategic Lead for Finance (12-month maternity cover)

The West of England Sport Trust (Wesport) is seeking a new Strategic Lead for Finance (12-month maternity cover) to add to its existing team.

This role has the responsibility for the management of the finances for the organisation, both for the day-to-day operations, and for longer term budgeting & forecasting. Robust financial management is crucial for the success of the organisation.

Wesport is a Registered Charity (1114495) and fulfils the role of the Active Partnership for the West of England, which covers Bath & North-East Somerset, Bristol, North Somerset and South Gloucestershire. We work with a network of organisations across this area.

Our vision is that:

Wesport will contribute to improve lives in the West of England through championing, developing and delivering sport and physical activity.

This describes what we aim to achieve in the long-term and serves as a guide for choosing our current and future courses of action.

Office Location: Wesport Office, The Vassall Centre, Fishponds, Bristol BS16 2QQ

Hours: Part-time (0.6 FTE, 22.5 hours per week)

Salary: £32,682 - £34,674 per annum FTE pro rata

We are seeking a detail-oriented individual that enjoys dealing with finances & spreadsheets to join our team. The Strategic Lead for Finance (12-month maternity cover) will work closely with the Chief Operating Officer and the Strategic Lead for Business & Governance to provide day-to-day financial operations for the Wesport team, including budget management, invoice & expenses processing, and other related tasks.

Successful candidates will possess a real passion for the agenda and a strong fit with Wesport's values. Ideally, you will be able to demonstrate clearly transferable skills and experiences or draw upon experience gained in an education sector, physical activity, active lifestyles, health or community development role (voluntary or professional).

Wesport embraces & champions equalities, diversity, equity, and inclusion. We are actively encouraging applications from people from under-represented groups. We are committed to building a team that represents a variety of backgrounds, perspectives and skills to help keep us relevant to the communities that we work within. We believe that the more inclusive we are, the better our work will be. You can find out more at www.wesport.org.uk where you can find our strategy, our annual report, & our most recent updates.

If you are interested in applying for this role, please fill out the Wesport Application Form, noting which role you are applying for, and return it via email to: Nikki.Stephens@wesport.org.uk

A role description and person specification have been developed to help you with this process. Please ensure your application clearly shows how you meet the criteria outlined in the role description and person specification. If there are a couple of areas that you don't feel you meet the criteria but you still meet the majority, we would encourage you to apply anyway, as there will be an element of on-the-job learning which may well fill that gap.

If you would like an informal discussion regarding this role, please contact Steve Nelson, Chief Executive Officer on 0117 328 6253 or 07919 211724.

Closing date for applications: 12.00 noon on Monday 27th January 2025.
Interviews will take place in February in Bristol, dates to be confirmed.

(If you have not heard from us by the interview date then unfortunately you have not been successful on this occasion)



Job Role Description & Person Specification

Job Role Title:	Strategic Lead, Finance (SLF) – maternity cover for 12 months
Responsible For:	No line management responsibilities
Reporting To:	Chief Executive Officer
Salary:	£32,682 - £34,674 (0.6 FTE)

Main Purpose of Job Role

Strategic Leadership, Management and Implementation of Finances for Wesport.

This role has the responsibility for the management of the finances for the organisation, both for the day-to-day operations, and for longer term budgeting & forecasting. Robust financial management is crucial for the success of the organisation.

By analysing the operational financial activities, this role provides advice and guidance to senior management on future financial plans. This helps to inform the Board and Senior Management Team so that they can make the most appropriate business decisions and meet the charitable objectives of Wesport.

Key Tasks & Objectives

- Day to day financial management tasks such as invoice management, updating QuickBooks, answering any queries that budget holders may have
- Senior Management Team / Trust Board Reporting – monthly & quarterly reviews & updates to include debtor / creditor management. This includes meeting with the Finance Portfolio Trustee once a quarter to go through the Management Accounts in detail prior to each Board meeting.
- Arranging the annual financial audit & providing all the required information to the auditors
- Budget Management with the team – regular (monthly) meetings with all staff that hold budgets to ensure that the finances are being monitored & reviewed regularly.
- Creation of the overall Wesport budget for each year, including monitoring of carry-forward amounts & the management of any reserves
- Reconciliations & associated claims for funding – completing all paperwork required by the funding bodies.
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Role Description

Day to Day Operational Tasks:

- Processing invoices – receiving invoices & relevant approvals, processing for payment
- Checking expense claims

- Receiving cash payments for some of Wesport's current activities & paying into the bank once checked & added to Quickbooks
- Keep Wesport Asset register up to date with any purchases / disposals (e.g computer equipment, office equipment)
- Update QuickBooks with bank transactions as they are received
- Bank reconciliations for all active accounts
- Income from Stripe & GoCardless postings on QuickBooks as funds received

Senior Management Team / Board reporting:

- Accounts receivable & Accounts Payable reports to be analysed at month end and shared with comments to Senior Management Team
- Balance sheet (and any relevant sections i.e. accruals) to be analysed and shared with Senior Management Team at month end
- Prepare quarterly management accounts up to year end – including forecast breakdown of Unrestricted funds, Restricted funds, Tennis funds, Balance sheet and Reserves position
- Prepare narrative to accompany the management accounts for the Board
- Meet quarterly to review management accounts ahead of the meeting with Senior Management Team and then the finance Trustee.

Year End / Audit:

- Arrange with the auditors a start date for the Audit fieldwork (usually May each year)
- Complete all year end journals – accruals, prepayments, deferred income and make sure all paperwork is available to back these up
- Prepare all deliverables for the auditor and upload to their system when requested
- Be available for the Audit field work and answer any queries
- Check Audit reports (especially breakdown between funds) once received and coordinate any amendments with the auditors

Budget management:

- Meet regularly with all budget holders to understand the work being undertaken, , the budget position and to help identify potential links between budgets/projects
- Make sure budget holders are regularly updated on the budget available to them:
- Meet with Chief Operating Officer to run through all budgets & update accordingly on current situation and any changes to planned spend.

Wesport Budget

- Draft budget to be prepared, and discussed with Senior Management Team, and then presented to the Board in January each year
- Final budget to be prepared, and discussed with Senior Management Team, and then presented to the Board in April 2025 for approval
- Narrative to be prepared alongside budget to aid Board understanding

Reconciliations & Claims

- Complete Sport England reconciliations and relevant claims in relation to funding
 - Prepare any finance calculation for new funding applications and claim forms
- Ensure reconciliations are completed at project end and not only when requested

Active Partnership Network

- Complete and submit the Active Partnerships Financial Survey
- Attend Active Partnership Network finance leads engagement events / meetings.

- Maintain knowledge of any relevant finance updates from Active Partnerships newsletter
Engagement with the Active Partnerships Network. Attending relevant workshops and meetings of Active Partnership Finance Leads.

Person Specification

Knowledge / Qualifications

- A degree or equivalent recognised qualification in a related field, or ability to demonstrate equivalent knowledge through experience in professional finance / accountancy roles
- Experience in managing organisational finances and budgets
- Experience in using financial software such as QuickBooks
- Awareness of current issues and legislation regarding to equalities, diversity, equity, and inclusion (EDEI)
- Proven ability to move initiatives forward
- Ability to manage multiple demands with attention to detail
- Financial resource management experience
- Understanding and experience of the external audit process
- Awareness of strategic planning and the process of implementing, reviewing and adapting plans
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications
- Ideally an understanding of or experience in working in the VCSE / charity sector

Communication

- Excellent communication skills via a range of methods
- Evidence of the ability to motivate, inspire, enthuse, persuade, negotiate with and influence others
- Proven ability to communicate effectively with people on all levels and from a variety of organisations

Self Motivation

- Proven ability to meet objectives on own initiative
- Strong attention to detail
- Committed to continuous self-development
- A willingness to work long and potentially unsociable hours if required

Teamwork

- The ability to work as part of a team and a willingness to make an effective contribution to the work of the team.

- The ability to lead specific areas of teamwork where finances are concerned, and ensure other team members are aware of their role, responsibilities, and are accountable
- Understanding the dynamics of team work when this incorporates other organisations and individuals that need to be influenced / supported in achieving the team goals

Organisation, Self-Management, & Response to Change

- Must have a strong alignment to the Wesport values
- Able to reflect, learn, evaluate, and translate learning into action
- Excellent personal organisation skills
- Able to prioritise/meet deadlines as and when required
- Able to cope with unexpected and stressful situations
- Friendly & professional approach
- The ability to work collaboratively
- A willingness to keeps abreast of developments and contribute to the planning and implementation of change

Physical Requirements for this role

- Able to undertake all the physical requirements of the job, such as occasional travel to a variety of external locations, and extensive computer use.
- Able to work occasional evenings and weekends if required

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Wesport Staff Re-Structure Tree: Job Titles Only - Jan 2025

