



the national governing body for group exercise



**CANDIDATE
BRIEFING PACK**

**FINANCE
CONTROLLER**



Introduction

EMD UK is the national governing body for group exercise.

Our vision is healthier communities through group exercise, and we aim to achieve this through our mission: to support group exercise instructors to be the best they can be.

EMD UK has undergone significant change over the last two years and now has a much higher profile, membership numbers and credibility across the physical activity sector.

The board has recently approved a new five-year strategy which focuses on instructor engagement, instructor quality, social impact, reputation and influence. A key driver is delivering growth within the group exercise sector by representing both individual instructors and organisations, and collaborating with partners and stakeholders while meeting the following challenges:

- ensure financial and strategic success in a challenging economic climate
- oversee the delivery of a regulatory and governing framework for group exercise instructors in partnership with CIMSPA and Sport England

EMD UK is a non-profit distributing company limited by guarantee, financially supported by Sport England. The organisation's annual turnover is £2m with a large proportion provided by Sport England. We have 23 staff and 12 board directors, and we operate across the country. We have a strong commitment to equality, diversity and inclusion.

Our vision

Our vision is healthier communities through group exercise. We know this can be achieved because of physical, mental and social health benefits that group exercise brings.

Our mission

Our mission is to support group exercise instructors to be the best they can be.

Not only will we support instructors to get qualified and insured but we'll also support them to develop professionally, follow best practice and sustain their businesses in a changing world.

Our role

- 01 To be the leader, influencer, collaborator and coordinator across the group exercise sector with a focus on the instructor workforce
- 02 To be the voice of group exercise, providing advice, support and guidance to the workforce and wider ecosystem to achieve greater collaboration and to create healthier communities
- 03 To create solutions for the problems that instructors face, as well as identify opportunities for improvement
- 04 To raise standards in the group exercise instructor workforce, leading to higher quality experiences for all



Our role in the physical activity world

Sport England's strategy, *Uniting the Movement*, sets out a vision for sport and physical activity in England: a nation of more equal, inclusive and connected communities; a country where people live happier, healthier and more fulfilled lives. EMD UK's vision and mission closely aligns with this vision and as such we fully support *Uniting the Movement*.

Sport England has invested in EMD UK as a system partner with two key roles in the physical activity ecosystem:

A systemic role

To connect and influence across the sector.

A governing role

To lead and regulate a discreet and defined part of the system with the ability to shape and influence it.

Our systemic role will increase substantially as we grow our reach and engagement with group exercise instructors. We will adapt and shift these work areas to place more emphasis on tackling inequality but without ignoring our mission to support all instructors to be the best they can be. We will also communicate our role in tackling inequalities to external partners.

As a workforce NGB we will focus our efforts on adult instructors. Our role in providing positive experiences for children and young people is to advise and influence group exercise programmes to ensure they meet children's needs.

We are a unique sector, one made up of predominantly micro-businesses and self-employed people who are well placed to have a positive impact on underrepresented communities. Our challenge is to retain and increase the diversity we see across our workforce, and to gather the insight and knowledge to support it, especially as we grow our direct reach.

For our governing role, we will build on our strong relationship with CIMSPA to support workforce regulation for group exercise instructors, in line with the Workforce Governance agenda, the Whyte Review and recommendations of the National Plan for Sport and Recreation Committee. This will provide CIMSPA with our specialist expertise which in turn means better regulation and governance of instructors.

The role of Finance Controller

You'll report to:
Chief Executive

You'll line manage:
Finance Manager

Your salary band:
£45,000 - £48,000 pa
pro rata

Your contract:
Permanent, part-time
(28-32 hours per
week)

Your office:
Flexible/Hybrid –
based at EMD UK
Horsham, West Sussex



Your job purpose

Responsibility for financial procedures and policies, compliance and control, financial management and statutory reporting.

Day-to-day, this looks like:

- Co-ordination of banking and reconciliations
- Coordinate month-end closing and monthly management reports (including balance sheet and cashflow)
- Present monthly and quarterly variance analysis to department heads and SMT and advise on corrective action
- Coordinate and manage the annual budget process
- Manage the 5-year financial forecast
- Financial liaison to the Finance and Audit Committee (FAAC) and Board
- To prepare EMD UK's statutory statements of accounts and ensure compliance with relevant Accounting Codes of practice
- To be the first point of contact for enquiries from external auditors of financial statements and associated notes
- Ad-hoc analysis and special assignments as directed
- To be a member of the Senior Management Team (SMT), advising on financial matters
- Oversee the monitoring of the fixed asset register
- To manage the work programmes of relevant staff to ensure optimum productivity, personal development and impact

Your purpose continued

- To be the direct line manager for the relevant staff including:
 - Training & development
 - Holiday / sickness reporting
 - Regular one to one support
 - Appraisal process
- To attend appropriate meetings and events on behalf of EMD UK
- To support EMD UK's events programme and any relevant projects as required
- To assist and deputise for the Chief Executive as required
- Any other relevant task commensurate with the level of the role and as requested by the Chief Executive.



Key competencies

Essential

- Educated to at least Level 3 (A Level or equivalent)
- Relevant accounting qualification such as CIMA/ACCA/ACA
- A minimum of 3 years' experience of working at a senior level in financial management / accounting
- Experience of budget development, management and reporting
- Experience of presenting financial reports
- Excellent communication and interpersonal skills
- Excellent organisational and time management skills
- Ability to negotiate and influence key stakeholders
- Ability to meet deadlines and work under pressure
- Ability to lead and work as part of a team
- Ability to be flexible, adaptable and follow procedure
- Ability to make decisions and use initiative
- Ability and willingness to travel throughout the UK and to work evenings and weekends as required
- Competent IT user, including Microsoft Excel and Word

Desirable

- Educated to degree level in a relevant subject
- Experience of VAT and partial exemption
- Experience of working within a charity / not for profit / funded body
- Knowledge of SAGE accounting software

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.



Being part of Team EMD UK

We want to enable you to thrive in our work culture. You can benefit from:

- 25 days annual leave plus bank holidays
- Your birthday off!
- Pension scheme
- 30 minutes every day to exercise your way
- Employee Assistance Programme and Helpline
- Discounted gym membership
- Healthcare scheme
- Life insurance
- Childcare contributions
- Savings on holidays, theme parks, retail discounts, and attractions
- Two days per year to volunteer for causes close to your heart
- Cycle2Work scheme
- Teambuilding days



How to apply

Complete the following documents:

- EMD UK Employment Application Form
- EMD UK Diversity Monitoring Form
- A personal statement on how you match this role

Please send all completed documents via email to gill@emduk.org.

Closing date for applications is 9.00am on Monday 10 April 2023.

Interview date: TBC

For an informal chat about this role, please contact Gill Cummings-Bell on gill@emduk.org.





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