

WE'RE RECRUITING

Join the team at Denbighshire Leisure
Ltd.





Financial Accountant

Location: Trem y Dyffryn, Denbigh

Salary: £40,578 to £44,624 per year

Hours: 37 hours per week

Contract: Permanent

Closing Date: 31 May 2022

How to apply:

To apply, please email People@denbighshireleisure.co.uk to request an application form. For alternative methods of applying please contact the Our People Team on 01824 706194.

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

Mae'r ddogfen hon ar gael yn Gymraeg.

Denbighshire Leisure Ltd.

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

Our People | Our Business | Our Community



About You

In the next few pages you will see the full job description and person specification. You'll see on the person specification that there's a lot we need the right person to have, but we know that some of this comes with time. There's a lot we can provide such as experiences, skill development and even qualifications, so we're more interested in knowing you as a person. Here is what we're really interested in.

Our ideal Financial Accountant will be someone with a background in commercial accountancy, who has experience of working with high transaction volumes and large sums of money within the commercial industry. You will be someone who has an eye for detail, and who can manage the immediate term whilst also keeping a view on the long term picture.

We have big ambitions, and run continuous programmes of development and refurbishment, with new offers being developed alongside improving current offers. You'll need to be someone who can understand this, and who shares our ambitions to be even bigger and better, helping us continue to grow as a Company.

Our Finance team supports the whole Company, so you'll be working with colleagues from every part of the business. You need to be someone who enjoys working with people and who has a customer focus.

We are fast paced and progressive with change and growth happening all of the time, all over the Company. You'll need to be someone who can work at a quick pace and who likes keeping busy.

If we've just described you in a nutshell, then we'd love to meet you. Make sure you set this out on your application form so we know to invite you in to an interview.



Job Description

Job Title: Financial Accountant
Grade: 11
Company : Denbighshire Leisure Ltd.
Responsible to: Head of Finance

Job Purpose:

To provide leadership, structure, management and direction for an Accounts Assistant.

To support the Head of Finance in all aspects of the Company's financial procedures and systems, including delivery of the accounting strategy to optimise the Company's financial performance. The post holder will provide advice, guidance and reporting to the Company's Senior Management function and Executive team in respect of financial matters.

The post holder is responsible for co-producing and implementing the Company's forecasting process and the production of the wider accounting calendar requirements throughout the year across a range of departments. They will be expected to provide a range of professional accountancy services and advice to senior Executives and Company Directors.

Compliance & Control:

Across a range of company departments, ensure that all financial transactions and contracts are processed correctly and in accordance with accounting standards.

To provide advice and guidance on all aspects of financial management, procurement and compliance issues and to ensure financial policies and procurement contracts are adhered to.

Ensure that effective financial systems and controls are in place within the department and across the Company. Develop and provide training programmes for Company staff on financial management and systems as required.

Ensure that new Company financial systems or policies are properly implemented within the Company and implemented consistently across all departments. This will include changes to working practices in the department and within service departments.

The post holder should:

- Be an experienced and accomplished accounting professional who relishes challenge and has the determination to succeed.
- Have the skills and experience to contribute to corporate leadership; lead the development of robust strategies; and foster strong working relationships with staff, partners, and other senior staff within the Company.
- Have experience in financial reporting and control, process improvement, and staff management and development.



- Have the ability to analyse and evaluate complex issues and situations involving a range of subjects, as well as the ability to demonstrate excellent written and oral skills.
- Have experience of financial business planning at a strategic level.
- Have the skills and experience to understand the importance of new technologies in communicating with internal and external customers, to ensure the company is leading the way with their brand and customer experience.
- Have highly developed communication skills, in order to maintain good working relationships when difficult and contentious issues are being dealt with/resolved.

Principal Accountabilities and Responsibilities:

To provide leadership, structure, management and direction for the DLL Finance function and team.

The role will deputise for the Head of Finance as and when required:

- Monitoring the Company's cash management policies.
- To contribute to the overall development and implementation of the Company's governance arrangements and specifically developing the financial plans and commercial direction.
- To play a principal role in the financial control of the Company, including financial planning, modelling, forecasting, budgeting, accounting and all related reporting and analysis.
- Overseeing cash flow to ensure funds are available for operational needs whilst ensuring financial sustainability and profitability of the Company (initial turnover circa £14 million).

To assist in leading the Finance function of the Company, to include:

- Acting as the Deputy Head of Finance, leading and assuring strong financial governance across the company.
- To manage and coordinate the production of all required information and reports throughout the year for a range of services to meet Company and statutory deadlines.
- Retain constant awareness of the Company's financial position, keeping the Senior and Executive Management Team informed of areas of concern that threaten to jeopardise the Company's performance, including areas not being addressed at management level.
- Interpret complex financial information and provide solutions as required.
- Assist in company-wide corporate planning, including setting annual targets and managing performance against these targets.
- Assist with preparation of accounts for external audit, and internal control operations in relation to the Company's finances.
- Assist with the timely production of the Company's Annual Statutory Accounts.
- Prepare timely and detailed reports on financial performance on a monthly/annual basis as required by the Executive team and Senior Managers
- Overall cash management on an ongoing basis, monitoring cashflow, accounts and other financial transactions.
- Presentation of annual accounts with recommendations to appropriate audiences.
- Review of accounts and investigation of variances, and setting recovery plans as required.



- Advise on the annual cost rates and prices for customers.
- Close involvement in commercial negotiations.
- Providing financial guidance in respect of tender preparation, and tendering for new business.
- Leading and developing finance teams and individuals, providing visible and clear leadership to staff including clear guidance and rigorous challenge to ensure high quality practice, particularly in relation to finance.
- Ensuring that the regulatory requirements of all statutory bodies are met (e.g. Companies House).
- Contributing fully to the development of the Company's strategic direction across all areas of the business, challenging assumptions and decision-making as appropriate and providing analysis and guidance on all activities, plans, targets and business drivers.
- To contribute to the overall implementation of the Company's financial arrangements.
- Establish and maintain a high level of credibility and manage strong working relationships with external parties including customers, and other public body partners.
- Where appropriate take forward service developments and improvement, ensuring the active engagement of all stakeholders including the voluntary and community sectors.
- Ensure the necessary controls are in place to manage and control budgets without compromising service delivery as well as working with other agencies to ensure optimum use of grants.
- Monitor the performance of the relevant statutory requirements associated with the areas of responsibility and provide regular feedback to the Executive group.
- To assist the Executive team in the benchmarking of key activities, ensuring improvement and efficiency of all services within the company.
- To undertake all duties typically and reasonably associated with the role of a Financial Accountant.

Supervision/Management of People

The post holder will have direct line management responsibility of one position within the Company structure, as well as overseeing associated Finance programmes, strategies and activities for the entire company.

In the absence of the Head of Finance, the post holder will be required to work autonomously at a strategic level, advising and challenging the Senior Management and Executive team members in a wide range of financial areas.



Special Working Conditions

- The post holder must have the ability to travel across Denbighshire for which an allowance is payable but subject to review.
- Although this post is 37 hours per week, a flexible approach to core working hours is required. The post holder will be expected to work the hours the job demands.
- The post holder will be expected to undertake wider departmental roles, as necessary, as a member of the Company's Senior Management structure.
- The post holder will be required to work to compressed timescales and within defined budgets.
- The post holder will be responsible for financial management of approx. £14m+ turnover.

Employment Checks/Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK. For sites linked to a School, this post requires an enhanced DBS check.

Safeguarding Statement

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.



Vision / Context

Denbighshire Leisure Ltd has been transformed over the past decade and is now renowned for delivering high standards of provision right across the County of Denbighshire; offering a new, unique, affordable, and a commercially sustainable Leisure offer; whilst making a significant contribution to improving the health of our residents and delivering economic prosperity. This has been possible because of a highly motivated workforce, with a great culture, who work to strong values.

The post holder will be expected to display and promote our company core values:

- We will stand by our principles of integrity and honesty.
- We will be trusted by our staff to always do what is right as their employer, and make them proud.
- We will never accept the status quo. We will work harder, become stronger and continue to deliver the highest quality of service to our customers.

Denbighshire Leisure Ltd has three important, but distinct pillars, which inform and influence the way we work and why the Company was created. The Company is recognised for the valuable contribution it makes to our communities, how it works with its partners and other businesses, and more importantly how the Company looks after and develops its workforce – the Company very much believes in a 'one team - one bank account' philosophy.



Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. We know that some of these areas only come with the right experiences, so whilst we do need someone who meets the qualifications criteria, we're happy to provide the rest to the right person. See the 'About You' page for who we think the right person is. If you already have the below essential criteria below, then that's just a bonus!

Post title: Financial Accountant

Company: Denbighshire Leisure Ltd

Grade: 11

Creativity and Innovation

- Be able to provide innovative and creative solutions to drive continuous service improvement and help transform how we do business and serve our customers, as we become a more self-sufficient service in the future.
- Have the ability to structure complex issues and to arrive at a balanced and informed decision.
- Have the capacity and vision to anticipate and influence change in response to identified needs and have the skills and abilities to manage complex issues and competing demands in a dynamic environment.

Qualifications, Experience & Knowledge

- Must be professionally qualified for the level (e.g. ACA, CIMA, ACCA etc.), or possess equivalent relevant experience.
- Significant experience at a senior level in a Finance related role.
- Experience in and a proven ability to effectively manage staff and finances to effectively and efficiently deliver business objectives.
- Experience of financial planning and development at a strategic level is essential.
- Proven commercial acumen in supporting a growing business.
- Experience of managing and handling financial information and budgets.
- The ability to interpret, analyse and evaluate complex financial data and issues in order to draw conclusions and make appropriate recommendations.
- Confidence to communicate and challenge stakeholders at all levels within the organisation including presenting information via an appropriate method.

Qualifications, Experience & Knowledge

- Experience in managing and solving complex issues, and the ability to influence change.
- Ability to work co-operatively and corporately as part of a team leadership: provide clear vision and direction, inspiring and motivating, to deliver excellent service through good role behaviours and consistency of approach.
- The ability to develop, contribute and deliver services that are strategic and supported by sound evidence and partnership working to ensure the adoption of effective business practice.
- Able to initiate, deliver, and support change as required. Adapting to change and introducing better ways of doing things through generating ideas and seeking out the best way to deliver services.
- Knowledge and good understanding of the key issues involved in policy planning and performance management.
- Demonstrable experience of successful leadership and management of multi-disciplinary teams.
- Extensive experience of planning and managing large budgets and other resources within private sector.
- Experience of using, and appreciation of the impact and relevance of, ICT to business solutions, planning, management and service delivery.
- Experience of effective working in partnership with a wide range of internal and external bodies.
- Able to apply VFM principles and efficiency, with the capacity to drive this forward within the Company.
- Ability to think and plan strategically, analytically and financially about complex issues and to find creative and innovative solutions.

Personal Qualities

- Ability to influence others to provide the highest levels of customer service.
- Excellent communication / presentation skills, both written and oral. High level of interpersonal skills.
- Ability to demonstrate a high calibre of skills and tact, diplomacy, persuasion, negotiation, advocacy and assertiveness.
- Strong project management skills.
- Demonstrate a strong commitment to customer service. Strong sense of accountability of self and others.
- Shows resistance and toughness under pressure.
- Adapts personal style to meet demands of complex situations.
- Empathy with the Welsh Language and culture.



THANK YOU FOR YOUR INTEREST

For more information please contact Helen Turner, Head of Finance, on 01824 706801 or Helen.Turner@denbighshireleisure.co.uk



www.denbighshireleisure.co.uk



Denbighshire Leisure Ltd



@DenbighshireLeisure