

Job Title:	Group Financial Controller
Department:	Finance
Reporting To:	Executive Director - Finance
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St. Andrews
Contract:	Full time

Job Purpose

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur golf events, international matches and manages golf rankings. The R&A also owns and operates the British Golf Museum in St Andrews.

The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. The Finance department plays a key role in supporting that purpose. There are currently 14 members of the Finance team.

An exciting opportunity has arisen to join the senior finance team at The R&A. We are looking for a Group Financial Controller to provide direct support to the Executive Director – Finance and the business more widely.

The R&A Group has expanded significantly in the last five years with group turnover now in excess of £100 million and a full-time staff of over 200.

Operating independently from The R&A Group, The Royal and Ancient Golf Club of St Andrews was founded in 1754 and is one of the most prestigious golf clubs in the world.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities are for both the R&A Group companies and The Royal and Ancient Golf Club of St Andrews:

- Completion of group UK statutory accounts (under FRS102)
- Supporting the Executive Director – Finance in the preparation of the 5-year plan, annual budget and rolling forecasts
- Attendance at a number of Board and Committee meetings throughout the year
- Preparation of financial reports for Board and Committee meetings
- Working closely with teams across the business in providing first class financial information and support
- Part of the senior team implementing a new financial system (transition from Sage to NetSuite)
- Leading the annual statutory audit process as lead contact with external auditors
- Preparation of cash flows and projected balance sheets
- Preparation of capital expenditure budgets
- Preparing and delivering management accounts in accordance with reporting timelines

- Managing budgets for the central services functions, linked to 5-year plan and rolling forecasts
- Preparation of branch accounts and statutory returns for overseas operations
- Preparation of corporate tax computations and withholding tax returns and liaison with external tax advisers
- Responsibility for VAT management and returns (including some partial exemption), as well as statistical returns
- Accounting for investment portfolios and liaising with investment managers
- Accounting for foreign exchange hedging transactions
- Assisting with the management and placement of the group's insurance programme
- Treasury management responsibilities
- Managing the relationships with our banks and investment advisers
- Liaison with other departments in managing financial data (e.g. HR & Payroll)
- Oversight and management of payment processes
- Team management and annual appraisal/staff development responsibilities
- Managing ad hoc special projects across the business

QUALIFICATIONS AND EXPERIENCE

- Fully qualified accountant with at least 10 years post qualification experience in a commercial environment
- Strong technical accounting knowledge and experience of preparing consolidated accounts under FRS102
- Excellent VAT knowledge

SYSTEMS EXPERIENCE

- Excellent knowledge of NetSuite (desirable) or similar accounting system
- Excellent knowledge of Microsoft Office and in particular Excel

SKILLS

In addition, we are looking for the following attributes from the successful candidate:

- Dynamic individual with strong interpersonal skills
- Excellent written and spoken communication skills
- Excellent attention to detail and documentation skills
- Able to work under pressure and to tight timescales
- Able to respect confidentiality and show discretion
- Able to show strong initiative, drive and resilience
- Prepared to 'go the extra mile' in delivering service on time and to the highest standards

To apply for this vacancy, please send your c.v. and covering letter, stating clearly your salary expectation to Susie Crocker – recruitment@randa.org prior to the closing date of 27 March 2020.

How your information will be used

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of the R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy at <https://www.randa.org/Footer/Privacy-Policy>. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us by email at privacy@randa.org.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.