

## Job Description

<b>Job Title:</b>	Business Manager
<b>Reports To:</b>	Chief Executive
<b>Location:</b>	The British Wrestling Academy, Salford, M7 1RQ
<b>Purpose:</b>	The post holder will manage internal business operations and processes for British Wrestling including financial management, facility management and office administration.
<b>Contract:</b>	Permanent, full time (37.5 hours per week) Flexible and unsociable work hours will be required
<b>Salary:</b>	£28,000
<b>Travel:</b>	Travel within the UK expected from time to time

### Responsibilities:

- Run the month end processes and bookkeeping for the organisation.
- Carry out reconciliation of bank accounts, control accounts etc.
- Timely production of month end accounts.
- Support the annual budget setting processes and periodic forecast collection.
- Preparation of financial returns for external funders.
- Support the CEO and Finance Committee with year-end accounts and the audit.
- Oversee payroll processing and update and maintain pension payments and reconciliations.
- Work with the Membership Secretary to deliver a high quality, value for money membership experience.
- Support the Chief Executive in maintaining compliance with the Code for Sports Governance.
- Overall security arrangements of the premises including ensuring that staff and volunteers are aware of the procedures on security and that there is an appropriate system of key holding management.
- To ensure that all statutory elements of health and safety are complied with and maintaining the premises in a safe and healthy condition and to a high standard.
- Upkeep and maintenance of the British Wrestling Academy and to ensure the maintenance of boundaries, footpaths, and grounds within the premises.
- To ensure standards of cleanliness are high and draw up maintenance and cleaning routines to ensure consistently high standards of hygiene, cleanliness, upkeep, and safety.

- All aspects of the Academy's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place.
- To maintain a booking system/schedule for Academy users and manage booking and contracts for Academy usage.
- To promote usage of Academy to outside organisations, liaise with local community groups and ensure the Academy is an income generator for the organisation. Other tasks commensurate with the smooth running and development of the facility.
- To undertake any other relevant task commensurate with the level of the role and as requested by the CEO.

## Person Specification

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Preferred</b>
Demonstrable track record of establishing and maintaining good financial practice	x	
Knowledge and understanding of financial strategy, budgeting, and accounting	x	
Knowledge and experience of health & safety management, risk assessment and mitigation	x	
Experience of working with and managing finance systems and processes	x	
Experience of property management and maintenance schedules and compliance	x	
Management of staff and volunteers		x
Experience of working in sport or with grant income		x

<b>Qualifications</b>	<b>Essential</b>	<b>Preferred</b>
Educated to degree level or similar	x	
Financial qualification or extensive practical experience in a similar role	x	
Working background in business or administration	x	
Able to work in the United Kingdom	x	

<b>Skills</b>	<b>Essential</b>	<b>Preferred</b>
Excellent financial skills	x	
Excellent ICT skills	x	
Excellent interpersonal and communication skills	x	
Ability to work as part of a team with a can do attitude	x	
Excellent management and organisational skills	x	
Practical maintenance skills		x