



Finance and Governance Manager

Recruitment Pack

# Welcome from our CEO



Dear Candidate,

Thank you for your interest in joining Active Bradford at such a pivotal moment. Bradford is one of the youngest, most diverse, and most dynamic cities in the UK.

In 2025 the **UK City of Culture** showcased the extraordinary communities, creativity, and resilience of our district. We also face stark health inequalities, with life expectancy differences of over 10 years between our most and least advantaged communities.

Physical activity has a vital role to play in closing these gaps. From improving physical and mental health, to connecting communities and strengthening our economy, movement is fundamental to building a fairer, healthier, and more prosperous district.

Active Bradford is at the heart of this mission. With **£4m Sport England investment**, our flagship **JU:MP (Join Us: Move Play)** programme, and the **Every Move Counts strategy**, we are building a district where being active is an everyday part of life.

As our new Finance and Governance Manager, you will help ensure that **every pound we invest delivers lasting impact**, bringing clarity, rigour and insight to our decision-making, and strengthening the governance that underpins our mission. We look forward to hearing how your skills and experience could help shape the next chapter of Active Bradford.

Sincerely,

James Brown

Chief Executive Officer

# About Us

Active Bradford is the district's physical activity partnership, uniting public, private, health, education, and voluntary organisations around a shared vision:

**“Bradford: The Active District – creating a place where it’s easier for everyone to move and be active every day.”**

We are proud to:

- Lead the Every Move Counts strategy, co-produced with over 500 local voices.
- Deliver JU:MP, one of Sport England's 12 national Local Delivery Pilots, pioneering a whole-system approach to children's activity.
- Work with partners across health, education, sport, transport, and culture to embed movement in daily life.
- Champion equity, diversity, and belonging, tackling the inequalities that limit opportunity.
- Bradford's strengths are also its opportunities: a young population, rich cultural diversity, and an outstanding natural environment, including Ilkley Moor, the South Pennines and hundreds of local parks and green spaces



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# Our values : What we stand for

At Active Bradford, our values shape everything we do, from how we work together to how we show up for communities and how we drive change across the district.



## Caring

We lead with empathy, nurture relationships, and care about each other as staff, our partners and the people and communities we serve.



## Innovative

In our mission to get people active we're curious, courageous, and evidenced-based whilst always open to new ideas.



## Inclusive

We create spaces where everyone feels welcomed, seen, and valued, and strive to reduce inequalities through our work and practices.



## Collaborative

We work together to co-design and create impact with the children, families, communities, and partners of Bradford district.



## Vibrant

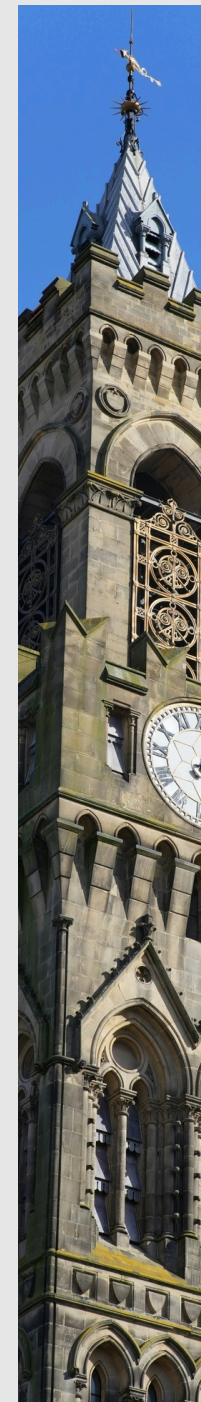
We bring energy, creativity, fun and physical activity into everything we do.

# Why this role matters

This is a mission-critical role at the heart of how Active Bradford sustains and grows its impact. Strong financial stewardship and confident governance are what enable our teams to focus on changing lives through movement.

## You will:

- Provide the financial clarity and insight that supports confident decision-making across the organisation.
- Strengthen governance and support the Finance, Audit & Risk Committee and Board of Trustees.
- Ensure our £4m+ Sport England investment is managed with rigour, transparency and accountability.
- Lead robust budgeting, forecasting and scenario planning to support long-term sustainability.
- Act as a trusted partner to the CEO and senior team, translating financial data into meaningful stories and action.
- Improve systems, processes and reporting so that colleagues can focus on delivering impact in communities.





## The role: Finance and Governance Manager

- **Salary:** Part time role 17.5-20 hours per week £47877 full time equivalent salary
- **Contract:** Fixed Term. This is a funding-linked role, with budget allocated initially until 30 April 2028.
- **Location:** Bradford (hybrid working)
- **Reports to:** CEO
- **Responsible for:** Business Support Officer
- Our offer goes beyond salary. We aim to reflect our values – Caring, Inclusive, Vibrant, Innovative and Collaborative – in how we support our team:
- **Annual Leave** – 27 days plus bank holidays, rising to 33 days with service (Caring, Inclusive)
- **Pension** – 8% employer contribution (Caring)
- **Wellbeing Support** – 24/7 GP access, counselling, an Employee Assistance Helpline, and cashback on everyday health expenses (Caring, Inclusive)
- **Hybrid & Flexible Working** – based in Bradford with flexible working designed to support balance and belonging (Inclusive, Collaborative)
- **Learning & Growth** – opportunities to develop your leadership and influence in one of Sport England’s flagship Place Partnerships (Innovative, Vibrant)
- **Values-Led Culture** – part of a small, supportive, purpose-driven team making tangible impact across Bradford (Caring, Vibrant, Collaborative)

## Key Responsibilities

- **Financial Leadership & Reporting** – lead monthly management accounts, budgeting, forecasting and financial analysis; ensure strong financial control and compliance with charity SORP.
- **Governance & Trustee Support** – support the Finance, Audit & Risk Committee and Board; provide clear financial insight and ensure effective governance processes.
- **Strategic Business Partnering** – work closely with budget holders and senior leaders; translate financial data into meaningful insight and decision support.
- **Financial Sustainability** – support long-term planning, scenario modelling and funding applications to ensure Active Bradford remains sustainable and resilient.
- **Systems & Process Improvement** – strengthen financial systems, reporting dashboards and internal controls to enhance visibility and efficiency.
- **Risk & Compliance** – identify, monitor and manage financial risks, ensuring accountability for our £4m+ investment and wider funding streams.

This is a role that offers real impact, while giving you the space to balance what matters outside of work, whether that’s family, personal interests or other commitments. We’re flexible on how we structure your hours, whether across three full days or shorter days across the week, and would welcome a conversation about what works best for you.

# In your first 6 months

## You will:

- Build strong relationships with the Active Bradford team, CEO, Board of Trustees, Finance, Audit & Risk Committee, and external stakeholders.
- Establish a clear, reliable monthly management reporting cycle with meaningful commentary and variance analysis.
- Review current financial controls, processes and systems, identifying quick wins and areas for strengthening governance.
- Support the mid-year reforecast and contribute to longer-term financial planning.
- Ensure compliance with charity SORP and regulatory requirements, strengthening audit readiness.
- Develop clear financial dashboards or reporting tools to improve visibility for senior leaders and Trustees.
- Provide practical financial advice to programme leads, supporting confident and evidence-based decision-making.
- Identify key financial risks and support the Board in understanding and managing them effectively.



# The type of person we are looking for

## Essential Criteria



- CCAB-qualified accountant (ACA, ACCA, CIMA, CIPFA) or finalist with strong relevant experience.
- Proven experience in management accounting, budgeting and financial reporting.
- Strong governance knowledge and experience of working with Boards or Trustees, ensuring high standards of accountability.
- Ability to translate complex financial information into clear, meaningful insight for non-finance colleagues.
- Experience of working collaboratively with operational teams and senior stakeholders.
- Strong analytical skills with attention to detail and high levels of accuracy.



- Confidence in financial systems and Excel, with a mindset for improving processes and controls.
- Ability to manage multiple priorities and deliver to deadlines in a small, agile organisation.
- Makes numbers meaningful by translating financial detail into clear insight that supports confident decisions at Board and team level.
- Combines rigour with collaboration, bringing strong technical expertise while working openly and supportively with colleagues and Trustees.
- Personal commitment to Active Bradford's CIVIC values (Caring, Inclusive, Vibrant, Innovative, Collaborative). Steering organisations through complexity and change.

# The type of person we are looking for

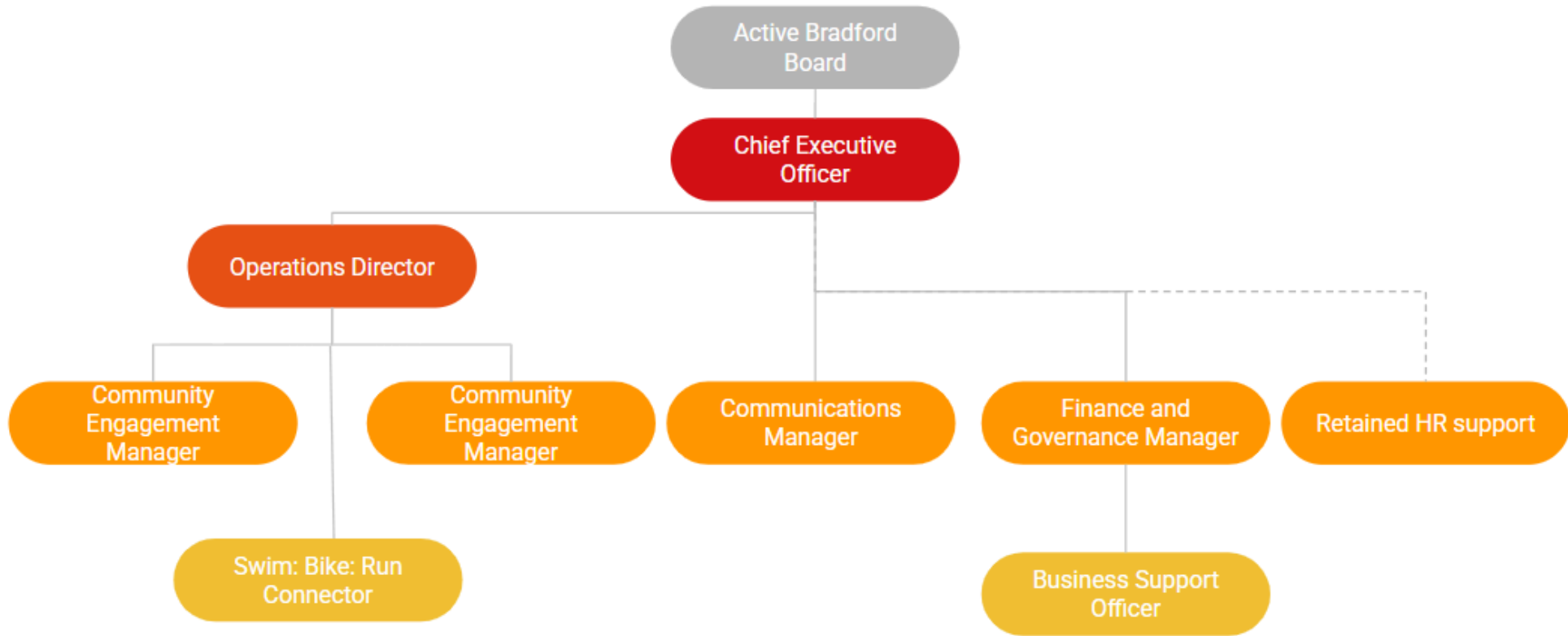
## Desirable Criteria



- Experience working in the charity, public or not-for-profit sector.
- Knowledge of charity SORP and regulatory frameworks.
- Knowledge of working with governance codes such as the Charity Governance Code or Code for Sports Governance.
- Experience of grant management, restricted and unrestricted fund accounting.
- Experience supporting funding applications and donor reporting.
- Ability to develop financial dashboards or improving reporting systems at an operational and/or strategic level
- We welcome candidates who bring experience of the charity or not-for-profit sector, but we also value transferable skills from other sectors.

# Our Structure

A talented, dedicated, and passionate team collaborating with diverse local and national partners, including the University of Bradford, Born in Bradford, Sport England, City of Bradford Metropolitan District Council, Yorkshire Sport Foundation and voluntary sector partners.



# Our Commitments



## Safeguarding

We are committed to safeguarding children, young people and adults at risk. Some roles are subject to DBS checks and safer recruitment practices.



## Equity, Diversity & Inclusion

We welcome applicants from all backgrounds and lived experiences. Bradford's diversity is our strength. We are committed to making our recruitment process accessible to everyone and will gladly provide reasonable adjustments to support this.



## Sustainability

We recognise the connection between climate, health and activity. We are committed to operating sustainably and advocating for active, low-carbon lifestyles

# Application Process

If this opportunity excites you but you're not sure you meet every requirement, please apply anyway. We are looking for potential as well as experience.



The link to apply for this role is [here](#). We look forward to receiving your application. Any questions about the role please contact our CEO, James Brown, via [admin@activebradford.com](mailto:admin@activebradford.com)

# Further Reading

1 **Active Bradford Strategy** - [Our Strategy | Active Bradford](#)

2 **JU:MP Overview** - [JU:MP Overview - JU:MP](#)

3 **Place Partnerships** - [Place partnerships | Sport England](#)

4 **Our Impact JU:MP** - [Our Impact - JU:MP](#)

5

