

## **HORSERACE BETTING LEVY BOARD**

### **JOB DESCRIPTION**

<b>Job title:</b>	<b>Financial Controller (FC)</b>
<b>Reporting to:</b>	<b>Chief Finance Officer (CFO)</b>
<b>Direct reports:</b>	<b>Finance Manager (FM) Levy Collection Officer (LCO) Racecourse Finance Officer (RFC) Assistant Management Accountant (AMA) - vacant</b>

#### **Context**

Reporting to, and working closely with, the CFO, the FC leads the Finance Team with line management responsibility for all four members. This team is highly competent, reliable, and experienced in what they do. The FC has responsibility for leading activity across the team, driving high levels of professionalism, integrity and continuous improvement in designing and running effective and efficient operational activity and analysis.

The FC has a strong focus on ensuring compliance with ‘managing public money’ across all financially related activity. The FC’s contribution to HBLB’s overall effectiveness should be to provide advice and insight in executive level decision-making.

#### **Duties**

##### **Team management**

1. Set the operational priorities and work of the team, reviewing delivery on a regular basis against a set of agreed objectives for each direct report.
2. Support and direct as appropriate all direct reports whilst fostering a shared team spirit made up of engaged individuals.
3. Promote and apply appropriate staff management and development processes to ensure HBLB is working effectively to achieve its goals with appropriate skills development and awareness.
4. Proactively manage all welfare related issues for all direct reports.

##### **Statutory accounts & tax**

5. Lead the relationship with the National Audit Office (external auditors), coordinating all visits and enquiries, liaising with the NAO throughout the year to effectively plan necessary activity and the annual audit. Anticipate or proactively address issues as they arise.

6. Assure the annual C-Pack prepared by the FM for submission to DCMS whilst leading the process to prepare the Annual Report & Accounts and see through to completion for all necessary approvals and the laying with Parliament.
7. Ensure HBLB achieves high levels of compliance with regulatory, statutory and departmental obligations.
8. Assure annual tax filings prepared by the FM (Corporation tax, PSA, P11D) before submission seeking and source relevant professional external advice and expertise as required on specific tax or accounting issues.

#### **Audit & Risk Assurance Committee (ARAC) / Internal Audit**

9. Lead the relationship with the Internal Auditor coordinating all visits and enquiries, liaising with the auditors throughout the year to effectively plan necessary activity and the annual audit plan together with any specific additional audits / consultancy projects required.
10. Work with IA to agree final recommendations and reports resulting from audits undertaken. Personally focus on ensuring that ARAC action points are followed up and progress made keeping the ARAC informed.
11. Work closely with the Board Secretary to set the ARAC meetings a year in advance, agreeing a forward-look agenda for that year with the Executive and the Committee and assuring the draft minutes of meetings prepared by the Board Secretary together with any actions arising.
12. Liaise with the Chair of ARAC as required to keep them briefed and prepare papers for ARAC as required by the agenda.
13. Lead the tender process for the appointment of IA (every three to five years).

#### **Levy collection**

14. Coordinate the issuing of new Levy Guidance Notes and annual Levy Assessments, including reviewing the Levy paperwork to match any statutory updates and making changes if required and lead in recommending changes to the Executive.
15. Ensure Levy is collected and paid in accordance with Levy legislation and Guidance Notes taking responsibility for debt collection actions, advising and making recommendations as appropriate.
16. Ensure appropriate processes are in place for appropriate assurance and complied with for payments on account, the issuing of Forms of Declaration, Notices of Determination and Certificates of Discharge.
17. Sample check bookmaker returns for compliance and overall assurance.

#### **Management accounts, budgeting and forecasts**

18. Lead on the maintenance of an accurate, rolling, three-year forward look financial model.
19. Assure the HBLB administration costs budget prepared by the FM. Work with the other operational teams and the FM to consolidate the detailed full draft HBLB annual budget for submission to and approval by the CFO and Chief Executive.

20. Assure the monthly management accounts and narrative prepared by the FM. Monitor all revenue and capital expenditure against overall and line budgets including variance analysis and working with stakeholders to ensure cost management remains transparent and up to date, taking timely action for unbudgeted approvals as required.
21. Be an influencing member of the Levy Forecasting Panel and supply it with one of its two external data sources and analysis (via Ray Stone), managing that relationship on behalf of HBLB and providing analysis and advice as required.

### **Cash management**

22. Manage and control the framework of bank accounts including assisting the CFO in decision-making on all treasury matters.
23. Manage the organisational cash flow and bank deposits to ensure funds are always available as required and balances held comply with the Board's counter-party risk policy.
24. Review and approve invoices for payment up to limit as set out by Financial Control Manual.
25. Perform second level assurance review of all weekly payments made (BACS) as well as any ad-hoc payments that are required including bookmaker refunds.
26. Perform second level assurance review of weekly racecourse payments pack before submission for payments.
27. Assure the monthly cash flow forecasting model prepared by the FM actively suggesting any necessary actions as required.

### **Loans and Grants**

28. Lead the process for opening and running HBLB Loan windows for applications as to timing and affordability including convening the Investment Committee.
29. Assess loan applications received drafting relevant papers to the Investment Committee and offering recommendations regarding these loan applications.
30. Work with external subject matter experts as required when making assessments.
31. Work with operational colleagues in reviewing and appraising non-fixture related grant applications contributing to the recommendations made to the Executive.

### **Payroll, pension and benefits**

32. Assure the monthly payroll process and act as the business continuity process manager for the preparation of payroll and pension submissions in case of the FM being unavailable.
33. Assure all pension and benefits work prepared by the FM.
34. Lead the relationship with the suppliers of Payroll, Pensions, Insurance reviewing performance against the contracts as appropriate.
35. Lead the tender process for the appointment of the provider (every three to five years).

## **Business planning, performance and risk management**

- 36. Assist the CFO in developing and maintaining a framework of performance and risk management including the HBLB three-year business plan.
- 37. Ensure a medium-term approach to a systematic continuous improvement approach to reviewing all finance processes and controls, documenting them and improving them where required, including the Financial Control Manual.
- 38. Work in a way which is consistent with Government Functional Standards, the Nolan principles and HBLB's standards and policies.

## **General**

- 39. Assist the CFO and Chief Executive with all Board papers as required.
- 40. Ensure the HBLB website is updated for all finance related matters.
- 41. Keep abreast of financial developments across the finance profession and the Racing and Bookmaking industries.
- 42. Work with the Head of Governance and Digital to maximise the benefits of IT systems and influence future IT strategy and development.
- 43. Work with the wider team to ensure a fit for purpose business continuity plan.
- 44. Be an influencing member of the internal forum for managing compliance (Information Compliance Management Group).
- 45. Liaise with DCMS, Treasury and other Government Departments where required and prepare and respond to financial data and other analysis requested by them.
- 46. Perform the role of Counter-Fraud Champion to HBLB and keep organization updated on fraud risks and controls.
- 47. Be familiar with the work of the Head of Governance so as to act as a deputy if the need arises.
- 48. Undertake such other duties as the Levy Board may at times reasonably require.