

Kent County Council

Job Description: Finance and Operations Manager

Date: December 2025

Directorate:	Growth, Environment & Transport
Division:	Growth & Communities
Location:	Active Kent & Medway Team, Kings Hill, West Malling, Kent
Grade:	KSH
Responsible to:	Partnership Director

Purpose of the job:

Active Kent & Medway is hosted by Kent County Council – our remit being to get more people, more active, more often by addressing the systemic barriers many people face when it comes sport and physical activity.

The postholder will manage Active Kent & Medway's financial and operational functions, ensuring robust financial stewardship, effective resource management, and operational excellence. This role will support the delivery of the organisation's mission by ensuring compliance, sustainability, and efficiency across all support services.

Key Responsibilities:

- Prepare budgets, management accounts, cash flow forecasts, and financial reports for external Funders (e.g. Sport England), our Board of Trustees and senior management team in accordance with current (KCC) financial reporting and regulatory requirements. As well as dealing with day – to – day financial transactions.
- On behalf of the team manage, payroll, pensions, and financial controls, including procurement and expense policies.
- Manage relationships with auditors, banks, and external financial advisors.
- Manage wider operational relationships which may include include IT, HR administration, facilities, and supplier management.
- Lead on day-to-day data protection (GDPR) compliance acting as Data Protection Officer for the team.
- Support the development and implementation of operational policies, procedures and processes for the purpose of both compliance and operational efficiency.

- Support the leadership team by providing financial and operational insight to support Active Kent & Medway's mission and long-term sustainability.
- Provide line management support to Governance and Systems Officer and Business Support Officer.
- Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding and funding opportunities in line with the requirements of the AKM Operating Plan.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council
 Person Specification: Strategic Lead Finance and Operations

	CRITERIA
Qualifications	Level 4 in Finance or Business Administration or part-qualified accountant (e.g., ACCA, CIMA, ACA) or equivalent demonstrable experience.
Experience	<ul style="list-style-type: none"> • Proven experience in financial management and operations, ideally in the charity or non-profit sector. • Experience with accounting software (e.g Oracle, Xero, QuickBooks, Sage). • Experience of procurement and contract management. • Experience of managing and reporting on external funding • Experience working with Boards or Trustees. • Experience of managing relationships with third party service providers. • Experience of recruitment and managing staff
Knowledge	<ul style="list-style-type: none"> • Knowledge of Local Authority/ Public Sector systems and processes. • Understanding of not for profit finance, governance, and regulatory frameworks.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational, analytical, and problem-solving skills. • Strong interpersonal and communication skills, with the ability to explain financial information to non-financial stakeholders. • Ability to work independently and as part of a team.
Values & Behaviours	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge. • We are curious to innovate and improve. • We are compassionate, understanding and respectful to all. • We are strong together by sharing knowledge. • We are all responsible for the difference we make.