

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.

We are currently looking for a new member of the team to lead and manage Active Kent & Medway's financial and operational functions, ensuring robust financial stewardship, effective resource management, and operational excellence. This role supports the strategic and day-to-day delivery of the organisation's mission by ensuring compliance, sustainability, and efficiency across all support services.

Main duties and responsibilities:

Finance:

- Lead the development and management of annual budgets, forecasts, and financial reporting in accordance with current financial reporting and regulatory requirements.
- Prepare management accounts, cash flow forecasts, and financial reports for external Funders (e.g. Sport England), the Board of Trustees and senior leadership.
- Oversee payroll, pensions, and financial controls, including procurement and expense policies.
- Manage relationships with auditors, banks, and external financial advisors.

Operations:

- Oversee day-to-day operations including IT, HR administration, facilities, and supplier management.
- Lead on risk management, data protection (GDPR), and health & safety compliance.

- Support the development and implementation of operational policies, procedures and processes for the purpose of both compliance and operational efficiency.

Leadership and Strategy:

- Act as a key member of the leadership team, contributing to strategic planning and decision-making.
- Provide financial and operational insight to support Active Kent & Medway's mission and long-term sustainability.
- Line manage relevant staff and outsourced providers of HR and IT support.

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.

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Person Specification: Strategic Lead Finance and Operations

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	Qualified or part-qualified accountant (e.g., ACCA, CIMA, ACA) or equivalent experience.
Experience	• 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 staff and people development. • Experience working with Boards or Trustees.
Knowledge	• Strong understanding of not for profit finance, governance, and regulatory frameworks. • Knowledge of HR, recruitment and facilities management in a small to medium-sized organisation. • Knowledge of Local Authority/ Public Sector systems and processes.
Skills & Abilities	• 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	• 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.