



JOB DESCRIPTION

JOB TITLE: Industry Finance Projects Manager

REPORTS TO: Chief Financial Officer

GRADE: PM3

LAST REVIEWED: January 2025

ROLE PURPOSE:

Project Manager required to oversee all BHA led racing finance projects, as well as being required to provide a proficient business partner service to BHA Departments.

Proposed Projects:

- Funding review of central delivered activities
- Racing Industry Strategy (finance elements)
- Economic Impact of British Racing
- Industry growth fund
- Implementation of independent review of BHA regulatory activities
- Exploration of new commercial opportunities for BHA (working with Great British Racing)
- Co-ordination with BHA Racing department projects
- Betting related projects including Levy reform

Business Partner responsibilities:

- Reporting and monitoring of performance
- Joint projects with ICT, legal and HR
- Systems upgrades

Other:

- Finance link to Racing Digital (JV between BHA and Weatherbys)
- Support in Board reporting in relation to above activities
- Support to the CFO on all industry matters
- Member of finance project teams
- Ad hoc finance department support

PRINCIPAL RESPONSIBILITIES:

- To build effective, collaborative and productive influencing relationships with BHA departments and industry stakeholders.
- Work with our stakeholders to translate strategic initiatives into coherent and prioritised implementation plans with defined scope, resources and costs identified.
- Determine key objectives and measures for each initiative, reviewing progress against these on a regular basis.
- To report regularly to Board and delegated governance structures on progress against delivery plans, including the provision of clear, timely and accurate management information and advice to the Board to enable proper consideration of progress against plans.

- Develop detailed project plans and associated project documentation (including a risk register and resourcing plan) and schedule of activities for multiple complex projects within an overarching programme of work.
- Effectively communicate the plan to all relevant parties.
- Determine key objectives and measures for each project, reviewing progress against these on a regular basis.
- Act as first point of contact for any third-party suppliers.
- Manage budgets, meeting financial objectives by forecasting requirements and scheduling expenditures, whilst analysing variances and initiating corrective actions. Compile funding bids and be responsible for financial reporting to key stakeholders and funders.
- Evaluate the outcomes of projects, providing recommendations for change or process improvement in future.

QUALIFICATIONS/EDUCATION

- Strong preference for CIMA or ACCA qualification.
- Experience of project management methodologies.
- Ongoing support for professional development.

EXPERIENCE REQUIRED

- Knowledge of racing and its stakeholder landscape is desirable.
- Experience of running complex, cross-functional projects and influencing others to work together across business areas and organisations to improve processes and practices.

COMPETENCIES

- Analytical and problem solving, with the ability to assess options and offer solutions.
- Experience implementing process and operational improvements.
- Working successfully with third parties.
- Proactive approach to the assessment and management of risk.
- Commercially and financially astute.
- Successful management experience in sectors where change has been slow or where there has been resistance.
- Experience of successfully delivering initiatives under conditions where budgets are very tightly managed.
- Understanding of corporate governance principles.

PERSONAL QUALITIES

- Think creatively and innovatively to provide effective solutions and develop new and unique ways to improve operations and to create new opportunities.
- Pragmatic, solutions orientated.
- Strong interpersonal, influencing and negotiating skills.
- Wins support for ideas through effective, face to face networking.
- Excellent verbal and written communication skills.
- Tenacious and resilient.

- Strong team player with good organisational skills, including the ability to prioritise multiple tasks, track details / data and work to deadlines.
- Problem solver with ability to assess situations, gather and process relevant information, generate possible solutions, and make decisions / recommendations that enhance organisational effectiveness.
- Ability to maintain a culture that is in line with BHA Values and Code of Conduct (please note that this role would be subject to the BHA staff betting policy that prohibits betting on British and Irish horseracing).

As the needs of the business change rapidly this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change.