

Working at BaseballSoftballUK

ROLE PACK

COMPANY SECRETARY & BOOKKEEPER

APRIL 2024



INTRODUCTION

WORKING AT BASEBALLSOFTBALLUK

BaseballSoftballUK (BSUK) is seeking to appoint a Company Secretary & Bookkeeper. The Company Secretary and Bookkeeper will play a pivotal role in ensuring corporate governance and partner compliance. The Company Secretary and Bookkeeper will also focus on financial record keeping and maintain a high standard of reporting. Working closely with the finance and governance officer.

Since 2000, BSUK has provided services to the sports' governing bodies with the aim of developing and increasing levels of participation, skill and achievement in UK baseball and softball. Established as a not-for-profit organisation, BSUK is committed to developing the reach and participation levels in baseball and softball.

There are currently around 20,000 participants playing organised baseball/softball in a thousand teams each year. The playing population is well represented by children, undergraduates, businesses, women and the LGBTQ+ community.

In August 2020, we launched a new four-year rolling strategy titled "Two Sports, One Ambition". The strategy identified four key priorities – increasing participation, developing talent, supporting the grassroots and improving the financial sustainability of the sports and of the organisation. Our ambition is for baseball/softball is to be played in more places, by more people.

When you join BSUK, it is not just another job. You will work in a progressive development and performance agency, looking to make lasting and meaningful impact on people's lives through baseball and softball. We pride ourselves on being outspoken in our words and deeds on the place of women and girls in sport and the importance of proactive LGBTQ+ initiatives. We seek out opportunities to work in ethnically diverse communities and to introduce our sport to people who have disabilities.

BSUK employs a dynamic, skilled, and nimble team able to deliver to the needs of the two Federations and wider community. Staff cover a wide range of work areas, including Performance, Development, Operations, Finance, and Governance. The full-time and part-time staff are supported by a national team of freelancers and volunteers.

Why work for BSUK?

1. It is rewarding

A desire to build a brighter future for our sports is shared between all involved – from the board of directors to the staff and national volunteers – all working towards a common vision. There is a great deal of potential within the sports that we are all working to realise.

2. It is a great time to be involved with the sports

Baseball and softball are booming – with the number of participants having nearly tripled in the last decade. This is an exciting time to be employed in the sports thanks to funding partnerships with Sport England, UK Sport, Major League Baseball and the Mayor of London's Office, an opportunity for the national teams to qualify for the Olympics in 2028 and Major League Baseball events coming here.

3. Never a dull moment

The role is varied – no two days will be the same. There's scope to develop the role and help the organisation reach the next level.

4. Build your network

You will be working with a wide range of companies, meeting new people and exploring new opportunities.

5. Flexible working policy

We operate a progressive Flexible Working Policy.

You can learn more about us [here](#).

JOB DESCRIPTION

COMPANY SECRETARY & BOOKKEEPER

JOB TITLE: Company Secretary & Bookkeeper
REPORTS TO: Head of Operations
LOCATION: TBD
CONTRACT: Permanent / Part Time (.4 FTE)
PAY BAND: £29,518 – £35,813
APPLICATION DEADLINE: Application closes at 11:59pm on Tuesday 7 May 2024

Role Summary and Overview

The Company Secretary and Bookkeeper will play a pivotal role in ensuring corporate governance and partner compliance. The Company Secretary and Bookkeeper will also focus on financial record keeping and maintain a high standard of reporting. Working closely with the finance and governance officer.

The company secretary part of the role is responsible for ensuring that a company complies with legal and regulatory requirements. The role will play a vital role in the smooth running of a company by assisting with corporate governance, maintaining company records. The role will also organise and attend board, subcommittee and advisory group meetings, draft minutes, and handle communication with regulatory authorities and our partners. The role bookkeeping role will be responsible for accurate financial records and reporting.

The Benefits

- Competitive salary
- Great holiday and flexi days allowance
- Strong Flexible Working Policy (helping to balance some out-of-hours working)
- Resilience-focused culture, placing your personal wellbeing first
- Pension plan
- Home working financial allowances.
- Regular staff training and CPD opportunities.
- and much more of the sorts of things you'd expect from working in a sports organisation

Main Tasks & Responsibilities

1. Company Secretarial

Corporate Governance

- Ensuring compliance with laws, regulations and internal policies.
- Advising the board on corporate governance matters
- Ensuring company records are accurate and up to date.

Administration

- Arrange board, sub committee's advisory groups and panel meetings with our board and partners.
- Preparing Agendas
- Attending meetings and preparing minutes.
- Ensuring proper documentation of board decisions

Legal Support

- Assisting with drafting and reviewing contracts, agreements and legal documents

2. Bookkeeping

Financial Reporting

- Preparing regular financial reports, such as income statements, balance sheets, and cash flow statements, to provide insights into the company's financial performance.

Vat Compliance

- Assisting with vat preparation and compliance, including gathering necessary financial data and documentation for tax returns and liaising with tax professionals

Financial Analysis

- Assisting in analysing financial data to identify trends, variances, and areas for improvement in the company's financial performance.

Audit

- Work with the company finance and governance officer to prepare for annual audit.
- Work with company appointed auditors when necessary.

KEY RELATIONSHIPS

COMPANY SECRETARY & BOOKKEEPER

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The postholder will be expected to support the management of mutually beneficial governance and operational relationships with the British Softball Federation, the British Baseball Federation, UK Sport, Sport England, Major League Baseball, the Board, Senior Leadership Team and wider staff.

Additional responsibilities as a member of staff

You will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where necessary. This may include directly delivering activities or working upwards to shape the strategic direction of the organisation.

Job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties broadly in line with the above key responsibilities.



ROLE REQUIREMENTS

COMPANY SECRETARY & BOOKKEEPER

	Essential	Desirable
Experience		
Corporate Governance in Sports or not-for-profit	✓	
An understanding of contract law and procurement.		✓
Working with Boards and sub committees	✓	
Administration (agendas, minutes etc.)	✓	
Data informed financial analysis	✓	
Experience of managing budgets and allocating resources.		✓
Experience working with auditors	✓	
Qualifications & Training		
Relevant degree level qualification in related area.		✓
Working knowledge of VAT	✓	
Xero Accounting experience	✓	
Xero Accounting report writing	✓	
Knowledge		
Solid knowledge of Corporate Governance	✓	
Excellent knowledge of the XERO accounting platform.	✓	
Good knowledge of reporting to funding partners, board, staff and Executives	✓	
An understanding of Elite Sport programmes and governance of.		✓
Skills		
Strong desire to excel in procedure improvement	✓	
A creative thinker with the tenacity and confidence to see things through to implementation and completion.	✓	
Strong statistical abilities.	✓	
Outstanding communication skills; written, verbal and presentational.	✓	
Strong planning and organisation skills, with the ability to work with the wider team.	✓	
An ability to work flexibly, and under pressure, adapting to situations as they change.	✓	
Problem solver, making good decisions with a 'can do' attitude.	✓	

HOW TO APPLY

Applications should be made online by clicking [here](#).

You will be asked to provide information about your background and education as well as providing us with a personal statement that reflects the job description and person specification.

For more information, please contact erica.barrett@bsuk.com

Interviews are scheduled to take place the following week and/or on a rolling basis as suitable applications are received. Feedback will be provided to candidates who are invited to interview and are unsuccessful.



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www.baseballsoftballuk.com