



LADIES EUROPEAN TOUR



CANDIDATE BRIEFING DOCUMENT

DIRECTOR OF FINANCE



ABOUT THE LADIES EUROPEAN TOUR

THE ORGANISATION

The Ladies European Tour (LET) inspires women and girls to pursue their passion and realise their potential through the game of golf. Our strong, energetic, proud and confident players are driven to compete at the highest level and lead by example. A diverse and multicultural membership of 402 professional golfers represents as many as 43 countries, we're a global tour with roots in Europe.

We aim to entertain and excite, but also to enhance health and quality of life, as a responsible, committed and respectful partner.

Ladies European Golf Venture Limited, the company which operates the LET (Ladies European Tour), is a joint venture collaboration between Ladies European Tour and the Ladies Professional Golf Association, which started on 8 January 2020 and was formed to increase playing opportunities for female golfers in Europe. 2024 marks the 46th season of golf tournaments since the professional tour was founded in November 1978. This year's schedule includes 31 events in 20 different countries and a prize fund of at least €34 million.

Our exciting organisation is now recruiting a Director of Finance, a key role within the Senior Management Team. The location of the role is hybrid, with head office in Denham, Bucks.

THE ROLE

Summary

As a key member of the Ladies European Golf Venture Ltd (LEGV) management team, the Director of Finance will be responsible for leading all financial operations of LEGV to include budgeting & forecasting; accounting activities including accounts payable, accounts receivable & general ledger transactions; preparing financials statements and reporting for management/LEGV Board; managing payroll services, and ensuring adequate systems to produce accurate financial information in accordance with generally accepted accounting practices and proper accounting controls.

This individual will lead the growth and development of a team of three (3) finance staff and be responsible for creating a collaborative and effective environment to meet the global business needs of LEGV.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Budgeting and Forecasting

- Prepare annual LEGV budget in cooperation with LEGV management team
- On a quarterly basis, or more frequently as requested by management, review financial accounts as compared to budget and update annual forecast as necessary
- Develop systems for accurately tracking key potential fluctuations that may have a future impact on LEGV financial results





Accounting Activities

- Develop processes to accurately record and report all LEGV financial transactions via accounting solution (SAGE) including but not limited to accounts payable, accounts receivable, tournament payouts, fixed assets and general ledger
- Manage the month-end and year-end close process, including review of balance sheet and statements of financial position schedules, bank reconciliations, and monthly costs
- Oversee cash flow management including regular review of currency requirements; develop appropriate FX practices to effectively manage and mitigate currency exchange impact
- Facilitate LET/LETAS player withholding tax calculations with promoters to ensure accurate payment/reporting in each jurisdiction
- Lead the annual independent audit and ensure clear communication with auditors
- Manage all international and UK tax reporting obligations including withholding and VAT filings
- Review contractual obligations (revenues and costs) to ensure accurate management and reporting of financial obligations
- Assist in negotiation of financial arrangements of supplier and sponsor contracts agreements
- Oversee development of employee expense guidelines and expense reimbursement systems (Concur) and related compliance

Financial Statements & Reporting

- Prepare monthly LEGV financial statements including department cost reporting; review variances with leaders to ensure adherence to budget and identify areas of concern or opportunity
- Prepare financial statements and related presentation for LEGV Board meetings
- Provide LEGV monthly financial statements to LPGGA for broader consolidation within established deadlines; work collaboratively with LPGGA team on providing updated forecasting and other reporting for LPGGA Board/management presentations
- Serve as key staff liaison for LEGV Finance Committee; coordinate meetings, prepare financial presentation and record minutes
- Prepare special reports as requested by collecting, analysing, and summarising information and trends

Pay Services

- Prepare monthly staff salaries in cooperation with third party payroll providers (UK and non-residents); ensure appointment of non-resident employees complies with UK law (including taxation)
- Coordinate with third party provider on preparation of P45, P60 and P11Ds
- Manage staff pension program with third party providers including monthly upload of pension obligation and auto enrolment requirements for eligible team members
- Facilitate payment/administration of team benefits with applicable providers (health, life, income protection)



Accounting Systems

- Maintain a good working knowledge of generally accepted accounting principles and applicable laws and develop sound operational policies and procedures that foster efficiency and ensure compliance
- Maintain appropriate systems of internal accounting controls to protect LEGV assets and financial systems
- Directly oversee the performance, growth, and development of the Finance team

General

- Maintain thorough understanding of the LEGV business operations and its varied relationships with promoters, sponsors, and members
- Build close working relationship with LEGV department heads to understand contractual arrangements and operational obligations
- Participate in special projects and assignments as requested

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of major computerised general ledger systems. Sage 200 is considered a plus
- Knowledge of Microsoft Office365, Word, Excel, PowerPoint, and Teams
- Skilled in advanced level of Microsoft Excel, especially with Excel and database formulas and advanced Excel functions
- Strong in written and oral communication
- Strong organisational, prioritisation and time management skills to produce high quality deliverables within established deadlines
- Strong analytical skills and ability to compile, organise, interpret, and communicate accounting data and results concisely
- Initiative-taking, have excellent organisational skills, and perform efficiently
- Ability and willingness to gain expertise and perform work in new areas

QUALIFICATIONS:

- ACA, ACCA, or CIMA fully qualified required
- Minimum of ten (10) years of accounting experience; corporate accounting experience preferred
- Prior supervision and management of a finance or accounting team required
- A demonstrable record of success / delivery in a changing and fast-paced environment
- Self-confidence - ability to establish trust and credibility at all levels of the organisation
- Commitment to maintaining high ethical standards and confidentiality of financial and other sensitive information consistent with moral, professional, and regulatory requirement
- Personal qualities of integrity, credibility and a commitment to the LEGV's mission and values
- A consummate team player with a flexible, collaborative, and creative approach who can lead and empower teammates to contribute to their best

HOW TO APPLY

Salary: £80-90,000 base + bonus

Candidates wishing to apply should send their CV to retained consultant daryl.mason@hartmannmason.com Candidates should provide their current salary and salary expectations.

The LET welcomes applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

Closing date for applications: **25th April 2024**