



Badminton Scotland Job Description

Location:	Badminton Scotland, Head Office, Cockburn Centre, 40 Bogmoor Place, Glasgow G51 4TQ Hybrid working available in line with organisational policy.
Job Title:	Business Operations Manager
Salary:	£40-45k
Type of Position:	Full-time, permanent (35 hours per week)
Reports To:	Chief Executive Officer
Direct Reports:	Admin Posts
Closing Date:	30 th of March 2026

JOB SUMMARY

Badminton Scotland is the national governing body for Badminton in Scotland. We are responsible for the governance, development and promotion of the sport across all levels, from grassroots participation and club competition to talent development and performance pathways aligned with the Scottish and GB systems.

The Business Manager is a senior operational role with responsibility for financial management, business operations and organisational governance. Working closely with the Chief Executive Officer and Board, the post holder will ensure strong financial control, effective business systems and long-term sustainability, supporting the delivery of Badminton Scotland's strategic and operational plans in line with **sportscotland** and partner requirements.

JOB RESPONSIBILITIES & ACCOUNTABILITIES

Financial Management & Governance

- Lead the organisation's financial management, including annual budgeting, forecasting and cashflow management.
- Working closely with our outsourced finance company.
- Prepare monthly management accounts and financial reports for the CEO, Board and finance committee.
- Support the preparation of annual statutory accounts and act as the main liaison with external accountants and auditors.
- Monitor income and expenditure across programmes with heads of departments, identifying risks and opportunities.
- Ensure robust financial controls, policies and procedures are in place and compliant with **sportscotland** and company requirements.
- Oversee payroll and pension administration, working with external providers as required.

- Manage financial aspects of **sportscotland** investment, grant funding and restricted funds, including reporting and audit requirements.

Business Operations

- Oversee day-to-day business operations, ensuring efficient administrative, financial and digital systems.
- Manage contracts, leases, insurance and supplier relationships, including venues.
- Ensure compliance with relevant legislation and governance standards, Companies House and **sportscotland** governance requirements.
- Support the development, implementation and review of organisational policies and procedures.

Strategic & Organisational Support

- Work closely with the CEO to support strategic planning, business development and long-term sustainability.
- Provide financial analysis and insight to inform decision-making at Board, committee and senior management level.
- Support Board and committee meetings, including preparation of financial papers, budgets and risk registers.
- Contribute to income diversification strategies, including membership income, events, sponsorship and commercial opportunities.

Team & Stakeholder Support

- Line manage administrative staff.
- Work collaboratively with development, competitions and performance teams to support effective programme delivery.
- Undertake additional duties and project work as required to support organisational objectives.

BUSINESS INTERACTIONS

- Badminton Scotland Board of Directors
- Chief Executive Officer and Senior Management Team
- Finance Committee
- **sportscotland** and partner organisations
- External accountants, auditors and payroll providers
- Counties, clubs, coaches and volunteers
- Suppliers, venues and event partners

EDUCATION & EXPERIENCE REQUIREMENT

Essential requirements:

- Degree-level qualification in finance, accounting, business management or a related discipline, or **equivalent relevant experience**.
- Demonstrable experience in a business management or finance-focused role.
- Experience of budgeting, financial reporting and financial control.
- Experience using accounting or finance software.
- Strong working knowledge of Microsoft 365, Zero, Dext and Excel.

Desirable requirements:

- Part-qualified or qualified accountant (e.g. ACCA, CIMA, CIPFA).
- Experience working within Scottish sport, charity or membership-based organisations.
- Experience managing **sportscotland** or public-sector investment.
- Experience supporting governance, audit and Board reporting.
- Understanding of Scotland's sporting structures.

PERSONAL SKILLS & ABILITIES

- Strong financial and analytical skills with excellent attention to detail.
- Excellent organisational and time management skills.
- Ability to communicate financial information clearly to non-finance colleagues and volunteers.
- High levels of integrity, professionalism and confidentiality.
- Ability to work independently and collaboratively.
- Proactive, adaptable and solutions-focused.
- Strong stakeholder management and relationship-building skills.
- Commitment to equality, diversity and inclusion and the values of Badminton Scotland.

MEASUREMENT OF PERFORMANCE - DELIVERABLES

- Accurate, timely and compliant financial reporting.
- Effective management of SportScotland investment and restricted funds.
- Strong financial controls and governance compliance.
- Contribution to organisational sustainability and strategic delivery.
- Quality of support provided to the CEO, Board and stakeholders.
- Continuous improvement of business and financial systems.

TRAVEL REQUIRED

- Occasional travel within Scotland / the UK to meetings, competitions and events
- Infrequent national or international travel as required.

EQUALITY, DIVERSITY AND INCLUSION

Badminton Scotland is committed to being an inclusive and equitable organisation where everyone is treated with dignity and respect. We welcome applications from people of all backgrounds and identities and are committed to removing barriers to employment. We will make reasonable adjustments throughout the recruitment process and in the workplace. All appointments are made on merit, in line with the Equality Act 2010.