



## **Badminton Scotland**

### **Person Specification**

**Role:** Business Operations Manager

**Organisation:** Badminton Scotland

This person specification outlines the essential and desirable criteria required to perform the Business Operations Manager role effectively, based on the responsibilities and requirements set out in the job description .

## **1. Qualifications & Professional Knowledge**

### **Essential**

- Degree-level qualification in finance, accounting, business management or a related discipline, or equivalent relevant professional experience
- Strong knowledge of financial management principles, including budgeting, forecasting and financial control
- Sound understanding of governance, compliance and financial reporting requirements

### **Desirable**

- Part-qualified or fully qualified accountant (e.g. ACCA, CIMA, CIPFA)
- Knowledge of governance standards relevant to sporting, charitable or membership-based organisations
- Understanding of Scotland's sporting club and district structures

## **2. Experience**

### **Essential**

- Demonstrable experience in a senior business management or finance-focused role
- Experience of preparing and managing annual budgets, cashflow forecasts and monthly management accounts
- Experience of financial reporting to senior leadership teams, Boards or committees
- Experience implementing and maintaining robust financial controls and procedures
- Experience using accounting/finance software and digital business systems (e.g. Xero, Dext, Microsoft 365, Excel)
- Experience liaising with external accountants, auditors or payroll providers

## **Desirable**

- Experience working within Scottish sport, a national governing body, charity or membership-based organisation
- Experience managing sportscotland or other public-sector investment and restricted funding streams
- Experience supporting audit processes, statutory accounts and Board governance reporting
- Experience of line management and staff development

## **3. Skills & Competencies**

### **Essential**

- Strong financial and analytical skills with excellent attention to detail
- Ability to interpret complex financial information and present it clearly to non-finance colleagues, volunteers and Board members
- Excellent organisational and time management skills, with the ability to manage multiple priorities
- High level of integrity, professionalism and discretion when handling confidential information
- Strong stakeholder management and relationship-building skills
- Ability to work both independently and collaboratively across teams
- Proactive, adaptable and solutions-focused approach to problem solving

### **Desirable**

- Strategic thinking ability, with experience contributing to business planning and income diversification
- Confidence supporting Board and committee meetings, including preparation of risk registers and financial papers
- Experience improving business systems and driving operational efficiencies

## **4. Leadership & Personal Attributes**

### **Essential**

- Demonstrable ability to provide effective operational leadership
- Capability to line manage and support administrative staff
- Commitment to equality, diversity and inclusion in line with organisational values
- Professional credibility to engage confidently with senior stakeholders, including the CEO, Board and external partners

**Desirable**

- Genuine interest in sport and an understanding of the sporting landscape in Scotland
- Willingness to undertake occasional travel within Scotland and the UK as required

**Summary Profile**

The successful candidate will be a highly organised, financially astute and strategically minded professional who can provide strong operational leadership, ensure robust governance and contribute meaningfully to the long-term sustainability of Badminton Scotland.

They will combine technical financial expertise with excellent communication skills and a collaborative leadership style, enabling them to support the CEO, Board and wider team in delivering the organisation's strategic objectives .