

# London Area - Finance Director

## Purpose

To manage Area finances, contribute to strategic business planning and review and direct the implementation of financial policies and controls for the Area; to ensure appropriate management information is available to underpin Board and Management Committee decisions. To play a full role as a Director, a member of the Board, in the Area and the support it provides for hockey in London.

## Key Tasks

- **Lead all Area financial management**

Plan preparation and monitoring of a budget each year; prepare and present the accounts for the end of year financial report and keep the Board of Directors informed of any trends and issues:

- Manage Area finances in accordance with financial regulations and procedures in place; develop or update procedures and processes to support effective delivery
- Attend Area meetings and report on Area finances
- Primary signatory on Area account, responsible for the bank mandate and relations with HMRC and other financial institutions
- Develop revenue streams to aid development of the Area, using its assets to their fullest potential.

- **Manage financial transactions, membership and contracts**

Prepare and submit relevant statutory documents, e.g. tax, grant reports. Renew insurances and ensure the Area has received relevant affiliation fees. Work in conjunction with the Operations Director to monitor membership subscriptions income. Work in conjunction with the financial support team to manage all financial transactions in a controlled manner:

- Prepare annual accounts and be responsible for filing statutory financial accounts
- Be responsible for financial planning, financial risk management, audit or accounts scrutiny and the relevant reporting to the Board and the membership (usually at the AGM)
- Develop and maintain a contracts register; also ensuring the Area has up to date and compliant contract, and other, terms and conditions
- Ensure financial systems are in place (accounting, appointment and game management, banking and online payment) that enable effective exchange and retention of financial information; liaise with colleagues and England Hockey as appropriate
- Record and monitor transactions and ensure standing committees help maintain accurate financial records.

- **Monitor commercial activity**

Deal with external partners including sponsors, coordinate timely payments and ensure that all appropriate documentation is obtained:

- To manage advertising and sponsorship activity for the Area, encouraging companies to support hockey in exchange for promoting their business.

## Is this Role for you?

This is a volunteer position, working with other volunteers to manage and develop London Hockey - one of 8 Areas that are now part of England Hockey. If you are passionate about hockey with a business mindset, financially knowledgeable and with skills and experience covering accounting, accurate record-keeping and statutory reporting, we would like to hear from you. If you happen to have an accountancy qualification and are numerate, computer-literate, meticulous and approachable - so much the better! We are looking for someone who can take what we have done so far and improve it for the future!!

To find out more or to make an initial approach - please contact [governance@london.hockey](mailto:governance@london.hockey)

## Further Background

Formed in July 2021, London Hockey is responsible for organising, developing and running a wide range of hockey, in association with the schools, colleges and clubs in our area:

- London Adult leagues for men and women with over 400 teams, including indoor
- London Juniors: Academy Centres (North & South) and competitions, including school and indoor
- London Masters hockey, including representative teams
- London Officiating, including development of young umpires, club umpires and appointments
- A series of exciting Outreach projects aiming to increase the diversity of those who play hockey
- Overall Area Discipline, Safeguarding and Governance.