

**Finance Director TOR
&
Financial Management**

North West Hockey Ltd

April 2026

Finance Director - TOR

Purpose

To manage the Area finances, contribute to strategic business planning and review and recommend financial policies and controls for the Area to enable appropriate management information is available to underpin Board decisions. Provide contributions to the Board as a registered Director of North West Hockey Ltd.

Key Tasks of the Role

1. Lead on all Area financial issues

Plan, prepare and monitor 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 the financial procedure regulations in place.
- Attend Area meetings and report on the Area finances.
- Primary signatory on all Area bank accounts.
- Work with the Board to manage the Area, using its assets to their fullest potential.

2. Financial Management

North West Hockey Ltd is a registered company; however it is not registered for VAT, nor does it have any direct employees.

Duties include: -

- Financial planning, and annual budgeting.
- Generation of invoices such as; Area and League Fees, Competition Entries, Appointed Umpire fees and League Fines
- Manage all payments
- Record and monitor all account transactions (currently using Xero Accounts software)
- Work with our accountants to prepare annual reports and the filing of statutory financial accounts.

3. 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?

If you are a target driven person who is passionate about hockey, financially knowledgeable, and has computer and numerical skills, you could fulfil a respected role in the Area and provide a vital service.

You do not need to be a qualified accountant for this role.

Financial Management

1. Banking

NatWest Bank

- Online and Mobile App
- 3 x Business Current Accounts
 - **NW Hockey Ltd**
 - All financial activities excluding Masters & Growth Fund
 - Signatories – Finance Director, Area Chair
 - **NW Hockey Masters**
 - All Masters transactions
 - Signatories – Finance Director, Area Chair, Masters Chair, Masters Treasurer
 - **NW Hockey Growth Fund**
 - Holding Account for Growth Fund
 - Signatories – Finance Director, Area Chair, (Trustees TBC).
- 1 x Business Reserve Account
 - **NW Hockey Reserves**
 - Ringfenced funds from legacy organisations
 - Signatories – Finance Director, Area Chair

2. Accountants

Marshall Accountancy Ltd

St Mary's House, Crewe Road, Alsager, Stoke on Trent, ST7 2AW. Tel 01270 882300

- Xero Support
- Year End Reports
- HMRC & Companies House reporting

3. Accounting Software

- Xero – web-based accounting package
- Paid by monthly subscription
- Linked to Bank Accounts – auto data feed of all bank transactions
- Registered Users – Finance Director & Accountants Support Team (Marshall Accountancy)
- Manage bank transactions, invoicing and financial reporting
- All transactions allocated to a Cost Centres

4. Financial Director Activities

Banking

- Make and receive payments
- Manage payees
- Transfer funds as required

Xero

- Reconcile bank transactions in Xero
- Create Invoices
- Send receipts for payments received
- Maintain data such as Customer info, Chart of Accounts, Sales Items, etc.

Meetings

- Attend Board and other meetings – online or face-to-face
- Produce financial activity reports for Board meetings and other committees as required

Annual General Meeting

- Arrange for accounts to be scrutinised by our appointed accountants
- Agree Year End Report with accountants and present to Board for approval
- Present accounts and proposed fees at the AGM

Budgets

- Discuss budget requirements with committee chairs
- Prepare overall budget by cost centre
- Present to Board for approval

Appointed Umpires

- Receive appointed umpire expense claims by email from GMS
- Extract Appointments from GMS & import into Excel Appointments spreadsheet
- Check and pay expense claims
- Use Pivot table in appointments spreadsheet to extract appointment info per club and produce statements
- Invoice clubs with statements, mid and season end

Masters

- Masters manage payments for match other fees with Pitchero
- Receive Pitchero payments via Stripe
- Make all payments for Masters activities – coaching expenses, pitch hire, competitions, umpires, etc.
- 8 Area and other tournaments – NWH hosted
 - Oversee and agree budgets
 - Invoice Areas for Entrance Fees
 - Pay tournament expenses
 - Produce P&L
- 8 Area and other tournaments – run by other Areas
 - Pay expenses and entrance fees

5. Financial Activity Calendar

Timeline for main financial activities

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Annual Budgets for following season											Prepare	Approve
Area & Adult League Entry Fees				Invoice								
Junior League Entry Fees					Invoice							
Appointed Umpire Expenses	Pay (Previous Season)							Pay				Pay
Appointed Umpire Fee Invoicing	Invoice							Invoice				
NWH Hosted Masters 8-Area Tournament	Invoice											Budgets
Other Masters 8-Area Tournaments	Pay Entry fees	Pay - Expenses										
League Fines	Invoice				Invoice							
Previous season Year End Reporting & AGM	Prepare	Board Approve	Present at AGM									

Activity carries on all year with the busiest months being April/May and December/January.

Typical Number of Xero/Bank actions per Year: -

- Invoices created – 250
- Payments made – 200
- Reconcile transactions - 450
- Receipts sent – 250
- Board Reports created – 12
- Miscellaneous Reports – League Fines (12) Tournament Costs (4)