

TOR

Finance Director, North West Hockey Ltd

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 using Xero accounting software.
- Manage the Area Financial Support team.
- 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.
- Manage the 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.

4. Finance Support Team

The Finance Team consists of the Finance Director supported by 2 Financial Coordinators (Treasurers) for Officiating and Masters Committees and 2 Invoice Coordinators for the Adult League and Junior League Committees.

The Financial and Invoice Coordinators will report to the Finance Director and be members of the relevant committees.

5. Finance Team Accounting Duties

Responsibilities	Financial Director	Masters Financial Coordinator	Officiating Financial Coordinator	Invoice Coordinator - Area, ALMC & Juniors
Make online BACS Payments	✓	✓	✓	
Create & Send Invoices using Xero	✓	✓	✓	✓
Prepare Umpire Appointment Statements			✓	
Manage Late Payees	✓	✓	✓	✓
Manage Transactions in Xero	✓	✓	✓	
Maintain Xero contacts data	✓	✓	✓	
Prepare Reports for Finance Director and Committees		✓	✓	✓
Year End Reporting & Filing	✓			
Cost Centre Budgeting	✓	✓	✓	
Produce P&L Reports for Tournaments & Events	✓			

Is this Role for you?

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