



Role Description - Finance Director

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 as a Director to the Area Board of Directors.

Key Responsibilities & Tasks of the Role

1. Lead on all Area financial issues

Plan and monitor all short and long term financial activity ensuring Directors and Sub Committees are engaged in the process and understand their responsibilities to deliver the plans

- Plan and monitor delivery of a long/Medium term financial vision
- Produce and manage an annual budget
- Prepare and present end of year financial report
- Keep the Board of Directors informed of any trends and issues
- Attend Area meetings and report on the Area finances.
- Primary signatory on Area bank accounts.

2. Financial Compliance and Governance

Ensure all financial activity undertaken by the Area complies with current legal requirements and best practice including preparation and submission of any relevant statutory documents, including VAT, Tax, Grant reports etc.

- Manage Area Finances in accordance with the financial procedure regulations in place
- Prepare Annual accounts and be responsible for filing statutory financial accounts
- Prepare and submit any other financial reports required by external bodies
- Identify and implement necessary internal and external audit requirements

3. Management of financial transactions

Working in conjunction with the Treasurer (or bookkeeper or Sub Committee) and utilising accounting software as required manage all financial transactions.

- Record and monitor all transactions and ensure the standing committees maintain accurate records of income and expenditure.
- Coordinate timely payments to suppliers and ensure that all appropriate documentation is obtained.
- Ensure the Area has received relevant affiliation fees. Working in conjunction with the Operations Director monitor membership subscriptions
- Issue invoices to membership and monitor collection of all fees.

3. Lead on commercial or relationship contracts

Working with other Directors as appropriate put in place, and manage where appropriate, any necessary commercial arrangements or service contracts with external partners including, for example, providers of insurance, I.T services, sponsorship or coaching.

- Ensure robust, fair and transparent commercial arrangements are in place and reviewed as appropriate for all services, goods or relationships purchased or offered by the Area
- Ensure any insurance arrangements are reviewed and renewed annually
- Support other Directors/Sub Committees in the introduction of revenue streams in order to generate income for development of the Area.

Is this Role for you?

If you are financially knowledgeable, with experience covering skills such as accounting, VAT returns, PAYE and commercial contracts we could love to welcome you to the Hockey Family. Your financial acumen, accurate record keeping, computer and numerical skills along with a meticulous and efficient manner could fulfil a respected role, enabling the delivery of an exciting and inclusive sport for the many participants and supporters in the Area.