

Director Finances

Role Description

## **Purpose of the role:**

Be responsible for the financial strategy and management of the Club. To set annual budgets alongside the Board and the Secretary and to manage financial matters to ensure the growth and prosperity of the Club.

## **Strategy:**

* Provide strategic and financial guidance to ensure that the Club's financial commitments are met.
* Develop, implement and maintain all necessary policies and procedures to ensure the sound financial management and control of the Club’s business.

**Financial Affairs:**

* Prepare annual budgets to deliver the Club’s strategic plan in collaboration with the Board.
* Set and oversee financial systems and controls in conjunction with the Club Secretary.
* Provide advice to the Board on their management of the club finances, and undertake long-term financial planning.
* Liaise with the appointed Accountants to ensure full and validated accounts are produced conforming to the requirements of Companies House and that corporation and VAT liabilities are met in a timely manner.
* Review of income and expenditure with the Secretary on a regular basis.
* Provide financial reports to the Board in advance of meetings, including AGMs.

**Time Commitment:** As required, but a minimum of weekly review meetings with the Secretary to discuss financial affairs. Minimum of one Board meeting each month, and other meetings with external bodies as necessary.

**Responsible to:** Board of Directors

**Term of Office:** Three years

**Skills required:** Business acumen through professional career experience, ideally accountancy qualified, IT and associated Board level skills.