

# Task Descriptions



## **Title: Finance Director**

### **Role purpose:**

The Finance Director role oversees for the financial management and reporting of the England Touch Association. This is a hands-on role that encompasses budget setting, transaction management and reporting of financial information to the executive committee and wider association. In addition, the Finance Director is also involved in IT systems, taxation, compliance and risk management.

### **Experience:**

- Relevant experience working in a commercial finance team
- Good excel skills
- Attention to detail
- Strong communication skills
- Able to maintain confidentiality
- Alert to constitutional, legal and other compliance requirements

### **Qualifications:**

- A relevant accountancy or financial qualification is beneficial

### **Hours required:**

- Various throughout the annual cycle, with minimum 5 hours per week

### **Key dates:**

#### *Annual cycle:*

- September – End of financial year, prior year tax return due
- February – AGM typically held, financial results reported
- June – Statutory accounts filing deadline
- August – Upcoming year budget finalised

#### *Monthly cycle:*

- Monthly close required every month
- Monthly and quarterly reporting of financial results

**Reports to:** CEO – See organisational chart

**Line Management:** Accounts assistant.

**Locations:** Work from home.

**Contract type:** 1 year term. Re-appointed yearly at the AGM. (Feb 2017)

**Salary:** Voluntary role, expenses paid if applicable.

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## Skills and Qualities:

<b>Person specification</b>	<b>E</b>	<b>D</b>
Demonstrates integrity, respect and professionalism	X	
Understanding of financial processes and controls	X	
Book-keeping skills	X	
Able to quickly learn new computer systems		X
Ability to see bigger picture, define and deliver a strategic plan for ETA finances	X	
Strong budgeting skills to ensure financial resources are well controlled and ETA activities are sustainable	X	
Time management: ability to deliver to a deadline and manage voluntary time and workload effectively	X	
Commercial understanding to provide meaningful reporting and commentary	X	
IT-literate: leveraging systems to build a sustainable finance platform	X	
Management of external relationships, including professional advisors, internal and external stakeholders	X	
The ability to make sound, unbiased judgements and recommendations to the board.		X

## Scope of job/key elements:

<b>Main duties and Job Accountabilities</b>	<b>Measures and input required</b>
Monitoring and recording financial transactions and ensuring that cash is managed appropriately to ensure the association is always solvent.	Completion of monthly close and reporting cycle.
Communicating financial results to the England Touch board and wider members.	Completion of monthly and annual reporting cycle.
Providing sound financial advice, consultation and judgement on issues impacting the association.	Attendance at relevant meetings and timely response to relevant issues when they arise.
Annual budget setting and reviewing in co-ordination with England Touch committees / board.	Preparation and sign-off of annual budgets.
Annual accounts preparation and relevant statutory filings.	Filing within relevant deadlines.
Review of online bank accounts, tracking receipts and payments in liaison with relevant areas of the ETA.	Completion of monthly close and reporting cycle.
Making online payments as and when requested.	SLA of timing to complete.
Working with HP team regarding budget and cash flow management for the Tournament Liasing with Tournament organisers on financial matters Communicating with HP team, Tour managers and Team managers to make everyone aware of their and their team's financial commitment for the tournament.	Compilation and sign-off of HP budgets and reporting tracking spend vs budget and revised projections where necessary.
Taxation and company secretarial compliance.	Meet relevant statutory deadlines
Ensure the association is obedient with Tax laws .	Compliance with regulations
Cash flow projections for short, medium and long term.	Projection charts produced for the