

SCA Finance Director Role Description and Person Specification

Overview

All members of the SCA Board are required to:

- Establish the SCA's vision, values and standards and ensure that its obligations to the whole membership, staff and other parties as appropriate are fully understood and met
- Establish the SCA's strategic aims, ensuring the necessary resources (financial and others) are in place in order for the organisation to meet its objectives and review management performance
- Provide leadership of the organisation within a framework of prudent and effective controls which allow risk to be assessed and managed to ensure compliance with company and other statutory laws that apply
- Ensure that the company's obligations to outside stakeholders are understood and met

In addition to the above, SCA Director roles contain the following key elements:

Strategy	All Board members should constructively challenge and help develop proposals on the company's strategy
Performance	Board members should scrutinise the performance of both volunteer and staff when looking at whether agreed goals and objectives have been met and monitor the reporting of performance
Risk	Board members need to be able to satisfy themselves on the integrity of the financial information and that financial controls and systems of risk management are robust and defensible
People	Board members have a key role in identifying skills gaps and in succession planning

SCA Board members should constantly seek to establish and maintain confidence in the conduct of all areas of the SCA's activities. Be independent in judgement and have an enquiring and open mind

The Finance Director is responsible to the SCA Board

Purpose of Finance Director Role:

- To be a Director of the SCA and a member of the SCA Board of Directors
- To ensure that controls and systems are in place to safeguard corporate governance of the SCA

Specific Responsibilities:

- Continue to review the SCA Financial reporting systems to ensure that reports are specified to meet the Board's requirements
- Report to the SCA membership, through the AGM, the standard of corporate governance and control
- Prepare policy papers for the Board as identified from time to time
- Undertake specific development projects as directed by the Board
- Review financial information for presentation to the SCA Board

Skills and Experience:

Essential

- Commitment to the success of the SCA and its objectives
- Be informed about the SCA and the environments in which it operates
- Familiarity and experience with principles of accounting – management and financial
- Willingness to understand the mechanisms, structures and “rules” that limited companies are obligated to operate under
- Experience of working/volunteering within a Sports Governing Body
- Excellent communication skills – written and verbal
- Experience handling sensitive and confidential issues
- Ability to be available to attend SCA events, functions, meetings etc. as appropriate

Desirable

- Experience and skills in corporate governance
- Experience of financial management in a limited company
- Experience of working/volunteering in the not-for-profit/charity sector
- Experience of raising money through sponsorship

Values

- Uphold the highest ethical standards of integrity and probity
- Support other Board members in their leadership of the organisation while monitoring their conduct
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others inside and outside the Board
- Gain the trust and respect of other Board members and staff
- Promote the highest standards of corporate governance and seek compliance wherever possible