



DERBYSHIRE COUNTY FA

FINANCE DIRECTOR

APPLICATION PACKAGE





Derbyshire County FA Non-Executive Finance Director

Application Pack

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1. The Role

Derbyshire County FA is inviting applications to join the Board of Directors as a Non-Executive Finance Director. We are looking for individuals with skills and experience in Finance who have a passion for developing grassroots football in Derbyshire.

The successful candidate for this role will be instrumental in helping the County continue to be a financially sound organisation.

2. Volunteering as a Board Director

This is a volunteer role in which you will be expected to attend bi-monthly Board meetings and to collaborate with Board Directors and other stakeholders in the strategic development of the organisation.

The Finance Director is responsible for advising the board on the financial probity of the organisation through diligent accounting and financial management and is accountable to the Board of Directors through the Chair.

What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

3. Role Description

Role Title	Non-Executive Finance Director
Reports to	Chair of Derbyshire County FA Board of Directors
Location	Derbyshire County FA offices, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby. DE24 8HP
Salary	Voluntary (Expenses included)
Term	Three-year term from appointment, after which applicants are eligible for reappointment



Derbyshire County FA Board

The Board of the Association is the ultimate decision-making body and accordingly exercise all of the powers of the Association. The Board is responsible for setting the strategy of the Association and maintaining and demonstrating a clear division between the Board's management and oversight role and the chief executive officer.

Role Purpose

The Finance Director is responsible for advising the board on the financial probity of the organisation through diligent accounting and financial management and is accountable to the Board of Directors through the Chair.

Responsibilities

- To serve as a Director of the Association and to actively participate in its strategic management.
- To execute the responsibilities of Company Directors in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To fully participate in Board induction, training or development and performance monitoring.
- To work with the CEO and, where appropriate, Board Committees, to oversee the accurate, meaningful financial information for presentation and approval by the Board of Directors on a regular basis, to include:
 - The Annual Report and Accounts
 - Annual budget and cash flow forecasts
 - Management accounts
 - Monitoring information
 - Other financial statements and summaries as required by the Board
- To advise the Board on investment matters.
- To chair/be a member of any finance-related committee such as a remuneration committee.
- To work with the Chair and the CEO to develop and maintain a risk register to ensure that all financial risk to the organisation is minimised.
- To oversee the production, implementation and ongoing maintenance of a Financial Procedures Manual.
- To ensure that accurate financial records are maintained and retained for statutory periods.
- To set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- To serve as an ex officio member of all committees.
- To perform other responsibilities as assigned by the Board.



Person Specification	
Qualifications	
Essential Accountancy qualification (or equivalent)	Desirable A management qualification.
Skills	
Essential <ul style="list-style-type: none"> o Exceptional financial accounting skills. o An understanding of and ability to manage financial risk in business. o Strategic leadership and management skills. o Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. o The ability to debate, discuss and challenge in a constructive manner. o Excellent interpersonal skills including rapport-building, active-listening and incisive questioning. o The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association. o Excellent IT skills including the ability to use current financial software applications. o The ability to present and explain financial reports and information others with limited finance knowledge. 	Desirable <ul style="list-style-type: none"> o A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association. o Knowledge and understanding of the Safeguarding Requirements for the Association. o Knowledge of the Articles of Association and their application. o Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance. o Knowledge of the County FA Governance Code.
Knowledge	
Essential <ul style="list-style-type: none"> o A thorough working knowledge and understanding of financial and management accounting, including payroll and taxation. 	Desirable <ul style="list-style-type: none"> o Knowledge and understanding of grassroots football and related activities.



<ul style="list-style-type: none"> o Thorough knowledge of Company Law and the companies Act (2006) o An understanding of and commitment to equality, diversity and inclusion. 	<ul style="list-style-type: none"> o Understanding of how to use Xero (training will be provided if necessary). o Knowledge of 'Financial Management: County FA Operating Guidance Manual' (latest version) o Knowledge of relevant legislation including employment, bribery and anti-corruption, modern slavery and whistleblowing. o An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
Check Companies House Disqualified Directors Register?	YES

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below

The values below are those of The FA.

FA Value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement <ul style="list-style-type: none"> o Identifies the need for, and actions change in direction, practice, policy or procedure o Questions the way things are done and takes informed risks o Continuously seeks to improve efficiency and performance
RESPECTFUL	Sets the standards for respectful behaviour across the game <ul style="list-style-type: none"> o Maintains people's self-esteem when interacting with them o Avoids pre-judgement when listening to suggestions from others o Seizes the opportunity to apply FA standards at all times
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone <ul style="list-style-type: none"> o Openly collaborates with colleagues and partners in the game o Provides equal opportunity to people of different backgrounds, experience and perspective o Seeks out and embraces new ways of thinking and working



DEERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> o Works relentlessly to overcome roadblocks or obstacles to achieve the goal o Remains focused on seeing agreed goals through to completion taking pride in their work o Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> o Seeks to achieve the highest levels of performance at all times o Can be persistent to achieve a standard that others consider impossible o Challenges others to go further and achieve more

Role Profile agreed by the Board of Derbyshire County FA Board and signed on behalf of the Board by the Chairperson:	Name	Signature
	Frank McArdle	F. McArdle
Date Role Profile agreed by the Board:	12 March 2021	

4. How to apply

- Complete the [Application Form](#) no later than **12pm Friday 16th April 2021**. Please note that no applications will be accepted after this time.
- Complete the [Equality and Diversity Monitoring Form](#) Please note that completing this form is entirely voluntary.

5. Selection Process

- Shortlisted applicants will be contacted by 27th April 2021 to arrange a mutually convenient interview time.
- Interviews will be held on Monday 10th May 2021 and Tuesday 11 May 2021
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries or questions regarding the role, please contact Ricky Stevenson, Chief Executive Officer, Email: ricky.stevenson@derbyshirefa.com for informal conversation.



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