

Leicestershire & Rutland County FA

Non-Executive Finance Director

Application Package





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1. The Role

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

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.

2. About Leicestershire & Rutland County FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that safety standards are met.

LRCFA Mission	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland.</i>
LRCFA Vision	<i>To get as many people playing football in the best possible environment.</i>
LRCFA Values	<i>Progressive Respectful Inclusive Determined Excellence</i>



3. Volunteering as a Board Director

LRCFA is committed to robust corporate governance and is working towards compliance with The FA's Code of Governance for County FA's. This is a valuable role and will be one of our many Independent positions on the Board of Directors. The Non-Executive Finance Director is a volunteer role in which you will be expected to attend Board meetings up to 12 times per year and to collaborate with Board Directors, Staff and other stakeholders in the strategic development of the organisation.

Meetings are usually held during the evening at the LRCFA Headquarters – Holmes Park, Dog & Gun Lane, Whetstone, Leicestershire LE8 6FA. Meetings are currently taking place via Microsoft Teams.

Appointment will be for a term of three years, after which applicants are eligible for reappointment for a maximum of two further terms, a total of 9 years.

4. Role Profile

Role purpose:

To provide strategic leadership over the company's financial affairs, ensuring the integrity of financial information sent to the Board and key stakeholders, and external parties such as The Football Association and any wider investors or financial institutions.

Responsibilities:

- Take the strategic lead on ensuring accounting and auditing systems are robust, secure and fit for purpose.
- Work with the CEO to prepare budgets and present accurate and timely financial information at each Board meeting and to key stakeholders.
- Work with the CEO in preparing annual accounts for audit or independent inspection.
- Produce and present annual budgets to the board.
- Report to and advise the board on the current and forecast financial position and action required to ensure sustainability.
- Look ahead and alert the board to future potential issues and opportunities.
- Assist with funding, contract applications and budgets.
- To effectively manage short and medium-term cash flow.
- To oversee the Accounting Software and review the accuracy of the information and reports it provides.
- To oversee the payroll of Leicestershire and Rutland County FA.
- Undertake such other duties as LRCFA Board may direct from time to time.
- To serve as a Director of the Company and to actively participate in its strategic management.
- To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To safeguard the interests of the Membership and stakeholders of the Association.
- To establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- To ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- To set challenging objectives for continuously improved performance.



- To oversee the management of risk to the Association, including matters of Health and Safety.
- To develop and maintain an effective corporate governance structure.
- To contribute to constructive debate on all Board matters.
- To promote equality of opportunity throughout the Association.
- To fully participate in Board induction, training or development and performance monitoring.
- To perform other responsibilities as assigned by the Board.

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"> • ACCA or CIMA qualifications 	Desirable
Skills	
Essential <ul style="list-style-type: none"> • Experience of financial management and preparing financial reports • Strategic leadership and management skills. The ability to develop and monitor organisational strategy. • Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. • The ability to debate, discuss and challenge in a constructive manner. • Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association. • An ability to understand financial accounts, management accounts and budgeting. ▪ Access to and ability to use, email and the internet. 	Desirable <ul style="list-style-type: none"> • Experience of xero
Knowledge	
Essential <ul style="list-style-type: none"> ▪ A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association. ▪ An understanding of and a commitment to equality in action. ▪ Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities. 	Desirable <ul style="list-style-type: none"> • An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.



The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
LRCFA Value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure Questions the way things are done and takes informed risks Continuously seeks to improve efficiency and performance
RESPECTFUL	Sets the standards for respectful behaviour across the game <ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them Avoids pre-judgement when listening to suggestions from others Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing <ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal Remains focused on seeing agreed goals through to completion taking pride in their work Maintains motivation for their team and themselves
EXCELLENT	The very best outcome achieved by sustained excellence in performance <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times Can be persistent to achieve a standard that others consider impossible Challenges others to go further and achieve more

5. How to apply

- Complete the *Application Form* and submit to the Chief Executive Officer, Kelly Ellis via email: Kelly.Ellis@LeicestershireFA.com no later than **Sunday 09th May 2021**. Please note that no applications will be accepted after this time.
- Provide the Equality and Diversity Monitoring Form and return to Jobs@LeicestershireFA.com. Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation

6. Selection Process

- Applicants will be contacted by **Thursday 13th May 2021**.
- Interviews will be held via Microsoft Teams on **Monday 17th or Tuesday 18th 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 regarding the role, please contact Kelly Ellis, LRCFA Chief Executive Officer, Email: Kelly.Ellis@LeicestershireFA.com