**Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Independent Non-Executive Director (Finance) | **Reports To:** | Chair of the Board of Directors | **Grade:** | **N/A** |

|  |  |
| --- | --- |
| **Role Purpose:** | |
| To be responsible for ensuring the financial probity of the organisation. To work with the CEO and  Finance Officer, to provide timely, accurate, meaningful financial information for presentation and  approval by the Board of Directors on regular basis, to include;   * The Annual Accounts * Annual budget and cash flow forecasts * Management accounts * Other financial statements and summaries as required by the Board | |
| **Direct Reports:** | *N/A* |

|  |
| --- |
| **Director Key Accountabilities:** |
| * Serve as a Director of the Company and to actively participate in its strategic management. * Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation. * Safeguard the interests of the Membership and stakeholders of the Association. * Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives. * Constructively check, challenge, review and support the development of the ECFA’s strategy and performance against objectives * Monitor, review and evaluate organisational performance against agreed objectives * Ensure efficient and effective corporate governance * Contribute to constructive debate on all Board matters. * Promote equality of opportunity throughout the Association. * Oversee the management of risk to the Association, including matters of Health and Safety. * Monitor the financial affairs of the Association to ensure the effective use of financial and other resources. * Review and approve annual operating and capital expenditure budgets * Ensure appropriate levels of resources to deliver the strategy * Use expertise, time and connections to support staff * Be a positive ambassador for Football in Essex, representing the ECFA * Act in the best interests of football in Essex and continually seek to improve the football experience for all * Perform other responsibilities as assigned by the Board |

**CFA Values and Behaviours – UNITE**

|  |  |
| --- | --- |
| **Values & Behaviours:** | |
| **UNDERSTANDNG** | ***Supportive, Empathetic, Knowledgeable***   * Sensitivity, openness and awareness of others * High levels of self-awareness * Champions use of data and insight to drive decision making |
| **NEW INNOVATIONS** | ***Inspiration, Creative, Commitment***   * A pro-active, solution focused and positive mind-set * Demonstrates confidence, with the ability to gain respect and attention * Acts with the future in mind and embraces innovation |
| **INTEGRITY** | ***Trust, Honesty, Transparency, Ownership***   * Interested and inquisitive mind-set * Resilient in times of challenge and change * Takes ownership, holding self and others accountable |
| **TEAMWORK** | ***Focus, Challenge, Collaborate, Learn, Share, Feedback***   * Willingness to learn, challenge and change * Determination and drive to succeed |
| **EXCELLENCE** | ***Customer Service, Attention to Detail, Hardworking, Strategic, High Performing***   * Thinks critically with creativity and strategic awareness * Performs highly, consistently and efficiently in line with strategic aims of organisation |

|  |  |
| --- | --- |
| **Essential Qualifications & Experience:** | **Desirable Qualifications & Experience:** |
| * Accountancy or Finance related qualification, and/or extensive finance sector experience. | * Senior Management Experience |
| * 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 * 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. | * An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations |

|  |  |
| --- | --- |
| **Further Information:** | |
| Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?  **NO**  Where the answer to the above question is YES the following wording will be included in any advertisement  “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope” | |
| **Enhanced DBS Check Required:** | NO |
| **Clean Full Driving Licence:** | Useful but not essential |

|  |  |
| --- | --- |
| **Created by:** | A M Chaplin  On Behalf of the Essex FA Board |
| **Date Role Profile Created:** | October 2020 |
| **Signed by Role Holder:** |  |