**Role Description and Person Specification**

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| **Role title** | Independent Non-Executive Director –  Finance & Audit |
| **Reports to** | Chair |

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| **Role purpose(s)** | |
| * To provide informed advice and support to the Board on finance and audit matters * To provide support and assistance to the CEO on finance and audit matters where applicable * To Chair the HFA Finance & Audit committee | |
| **Direct reports** | N/A |

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| **Location** | The Herefordshire FA Offices, Ted Powell Building, County Ground, Widemarsh Common, Hereford, HR4 9NA |
| **Time commitment** | Board meetings once every 6 weeks which ordinarily take place on a Thursday commencing at 7pm. Monthly commitment to review a risk register. |
| **Remuneration** | Voluntary role |

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| **Responsibilities** |
| **Generic**   * 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. * Ongoing involvement in the planning and delivery of the Business Strategy and Operational Plan. * To ensure the effective implementation of Board decisions by the Chief Executive and the staff, providing a supportive role in helping achieve the strategic aims and objectives of the business. * To promote equality of opportunity and a football for all ethos in a safe sporting environment. * To represent the Association to partners and stakeholders of the Association in a professional manner. * To act with discretion in respect of sensitive, confidential or commercial information * Ensure that all areas within the remit of the role support and adhere to County FA policy and procedures on Safeguarding of children and AAR.   **Finance & Audit**   * To provide informed advice and support to the Board on finance and audit matters * To provide support and assistance to the CEO on finance and audit matters where applicable * To Chair the HFA Finance & Audit committee |

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| **Person specification** | | |
| **Qualifications** | | |
| **Essential**   * Qualifications in Finance and/or Audit | **Desirable**   * Qualifications suited to the role | |
| **Skills** | | |
| **Essential**   * Business and commercial 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 | **Desirable**   * Previous experience in a similar role | |
| **Knowledge and experience** | | |
| **Essential**   * 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 | **Desirable**   * An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations |
| **Enhanced DBS Check required?** | NO | |
| **Clean, full driving licence?** | YES | |

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| **The job holder will be expected to understand and work in accordance with the values described below** |
| * We are Welcoming * We act with Integrity * We are Open * We strive for Excellence * We are Progressive |

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| **Role description reviewed and modified by:** | Alan Darfi |
| **Date role description reviewed and modified:** | 04/10/22 |
| **Role description authorisedby:** | Steve Willmot (Chair) |

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| **Signed by role holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the role holder, one signed copy to be stored confidentially by the employer.