



ISLE OF MAN FA RECRUITMENT PACK

Independent Non-Executive Finance Director

ABOUT ISLE OF MAN FA



A word from our Interim Chief Executive Officer Lewis Qualtrough:

“The Isle of Man FA was founded in 1890 and continues to be the recognised provider and governing body for football on the Island. With an Island population of 85,000 we are very proud to serve more than 4,000 players, 27 clubs and over 300 teams **each year**”.

“We are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background. Our vision is for every person on the Isle of Man to feel safe and inspired to enjoy the life changing benefits that come from football.”

ABOUT THE ROLE

An exciting opportunity for an experienced and self-motivated Independent Non Executive Director has arisen within our Board of Directors.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new Independent Non-Executive Finance Director to help drive our business forward.

As our Independent Non-Executive Finance Director, you will be a champion of financial integrity and governance, overseeing the financial planning and risk management that underpins the success of grassroots football. Reporting directly to the Chair of the Board of Directors, you will be instrumental in shaping and supporting the Association's vision, strategy, and financial investment, propelling us toward our long-term business objectives.

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities for all. What can we offer?

- An exciting opportunity to join a passionate and forward-thinking governing body.
- A rare and unique opportunity to work with key stakeholders across the grassroots game.
- This is a voluntary role. As such reasonable expenses will be remunerated in accordance with the Isle of Man FA expenses policy.

The role requires a commitment to attend Board meetings throughout the year. Meetings are held in the evening at the Isle of Man FA headquarters and normally last in the region of two hours. The Finance Director is also required to attend general meetings of the Association, be available to meet with the CEO and the Chair on a regular basis and **to meet with the Association's accountants and auditors** from time to time as the role requires.

HOW TO APPLY

To apply for this incredible opportunity to contribute to the growth and success of football on the Isle of Man, please send your CV and a compelling cover letter detailing how you embody our values and why you are the perfect fit for this role to lewisqualtrough@isleofmanfa.com.

We also require a completed Equality and Diversity form, which can be found on the job vacancies page of www.isleofmanfa.com.

If you require any adjustments to the application process or if you would like to discuss the role informally, please contact our Interim Chief Executive Officer Lewis Qualtrough. Our board members can also help you get a feel for the role too. Chairman Stephen Carter can be contacted via email: stephencarter@iom.com

Deadline for applications: Friday 23rd February 2024.

Interviews will be scheduled following the application deadline.

Disclosure and Barring Service Check: As this role does not involve direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will not be required to undergo a thorough screening process.

Isle of Man FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from people of all backgrounds, ages, genders, sexual orientations, ethnicities, religions, and abilities.



Finance Director Role Profile

JOB DESCRIPTION & PERSON SPECIFICATION

Role Title	Finance Director
Reports to	Chair of the Board of Directors

Role Purpose	
The Finance Director is responsible for ensuring the financial probity of the organisation through diligent accounting and financial management and is accountable to the Board of Directors through the Chair.	
Direct Reports	None, but the post holder will be responsible for working with and directing the Association's accountants and auditors as appropriate.
Location	The Bowl, Isle of Man FA Headquarters
Estimated time commitment to fulfil the role	<p>The post requires the following commitments in addition to those required to perform the functions of the role:</p> <ul style="list-style-type: none"> • To attend Board meetings throughout the year. Meetings are held in the evenings at Isle of Man FA headquarters and normally last in the region of 2 hours. • To attend General Meetings of the Association. • To be available to meet with the CEO and the Chair on a regular basis and to meet with the Association's accountants and auditors from time to time as the role requires.
Remuneration or Expenses	<p>This is a voluntary role and therefore there is no remuneration</p> <p>County FA Expenses will be paid in line with the current Expense Policy of Isle of Man FA</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

Person Specification	
Qualifications	
Essential Accountancy qualification (or working towards / proven experience)	Desirable A management qualification.
Skills	
Essential <ul style="list-style-type: none"> • Exceptional financial accounting skills. • An understanding of and ability to manage financial risk in business. • 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 including rapport-building, active-listening and incisive questioning. • The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association. • Excellent IT skills including the ability to use current financial software applications. • The ability to present and explain financial reports and information others with limited finance knowledge. 	Desirable <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. • Knowledge and understanding of the Safeguarding Requirements for the Association. • Knowledge of the Articles of Association and their application. • Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance. • Knowledge of the County FA Governance Code.
Knowledge	
Essential <ul style="list-style-type: none"> • A thorough working knowledge and understanding of financial and management accounting, including payroll and taxation. • Thorough knowledge of Company Law and the Isle of Man companies Act (2006) • An understanding of and commitment to equality, diversity and inclusion. 	Desirable <ul style="list-style-type: none"> • Knowledge and understanding of grassroots football and related activities. • Understanding of how to use Xero (training will be provided if necessary). • Knowledge of 'Financial Management: County FA Operating Guidance Manual' (latest version) • Knowledge of relevant legislation including employment, bribery and anti-corruption, modern slavery and whistleblowing. • An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.

Enhanced DBS Check required?	NO
Check Companies House Disqualified Directors Register?	YES
Clean full driving licence?	NO

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 IOMFA	
FA Value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <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	<p>Sets the standards for respectful behaviour across the game</p> <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 FA standards at all times.
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <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	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <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	<p>The very best outcome achieved by sustained excellence in performance</p> <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.