

## Role Profile

**Title:** Director of Finance

**Accountable to:** Chairman & Managing Director and Board of Directors

### Role Purpose

- The Director of Finance contributes to the overall success of the Kent FA by effectively managing all financial tasks for the organisation.
- To maintain an effective Management and Financial Accounting System to Kent FA.
- To contribute to the Strategic development of the Kent FA.

### Key Responsibilities

- To serve as a Director of the Company 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 Kent FA
- 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 a regular basis, to include:
  - The annual 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 treasury matters
- To oversee the Company's payroll to ensure accurate and timely payment to all employees and related submissions and payments to HMRC
- To oversee the day to day financial management of the Kent FA
- To act as the point of contact for the Company's auditors and accountants
- To contribute to the Kent FA's Risk Register with specific reference to the financial risks
- To ensure that accurate financial records are maintained and retained for statutory periods
- To perform other responsibilities as agreed by the Board

### Skills required

- An accounting qualification is desirable as well as an ability to understand financial accounts, management accounts and budgeting
- Experience of Senior Management
- 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 Kent FA
- An understanding of and ability to manage financial risk in business
- An interest in grassroots football.
- A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Kent FA
- A commitment to Equality and Diversity
- Good IT skills