



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

Non-Executive Director (Finance)





WHO WE ARE

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.



OUR STRATEGY

'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential':

- Season Review link <https://www.middlesexfa.com/news/2024/aug/08/annual-review-2024>
- Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>



ROLE DESCRIPTION

NON-EXECUTIVE DIRECTOR (FINANCE)

Commitment:

Attend bi-monthly Board meetings for Middlesex FA and Middlesex CFC, actively contributing in your role as a Director with Finance expertise. The successful candidate will also Chair a minimum of 4 Audit & Risk Committee meetings throughout the season. It is expected the role will take 2.5 days per month, comprising of meetings and general support.

What is the role?

The Finance Director will act as an ambassador for Middlesex Football Association and a custodian of the highest standards of financial stewardship, integrity and governance, aligned to FA Code of Governance expectations. Providing senior-level financial leadership, the Director will bring recent and relevant finance experience to ensure robust financial controls, secure systems of risk management, and a strong framework of independent challenge, assurance and scrutiny. Working closely with the wider Board, the Finance Director will ensure members are informed of Middlesex FA's and Middlesex CFC's financial position through clear, relevant and timely reporting. The role will require the development of strong and effective relationships with the Chair and CEO, providing strategic support and acting as a trusted sounding board on all financial matters.

What will you do?

- To direct and monitor the business affairs of the Association and Football Centre, representing Finance on all Boards, by determining the vision, strategy, plans, policies and financial investment required to achieve overall long-term objectives, ensuring long-term financial sustainability and the protection of member and stakeholder interests.
- To oversee the financial planning of the Association and Football Centre, providing robust financial oversight that directly informs and supports strategic decision-making through analysis of performance, risk and opportunity.
- To retain constant awareness of the Association's and Football Centre's financial position, acting proactively to mitigate risk, safeguard financial resilience and prevent issues that may impact sustainability or stakeholder confidence.
- To be an active Board member, providing senior financial leadership, strategic oversight and independent challenge, constructively reviewing and shaping the Middlesex FA and Middlesex CFC strategic plans in line with agreed objectives.
- To represent Finance across all Boards / Committees and to Chair the Audit & Risk Committee, leading assurance, scrutiny and governance processes to ensure effective risk management and financial control.



INDIVIDUAL ROLE PROFILE

NON-EXECUTIVE FINANCE DIRECTOR

Role Title: Finance Director

Reports to: Chair of the Board of Directors

Direct Reports: N/A

Salary Band: Voluntary (Business expenses included)

Time Commitment: Attend bi-monthly Board meetings for Middlesex FA and Middlesex CFC, actively contributing in your role as a Director with Finance expertise. The successful candidate will also Chair a minimum of 4 Audit & Risk Committee meetings throughout the season. It is expected the role will take 2.5 days per month, comprising of meetings and general support.

Location: Remote and face-to-face meetings take place with attendance required at the Middlesex FA office at Rectory Park.

RESPONSIBILITIES

- Serve as a Non-Executive Director of Middlesex FA and Middlesex CFC, actively participating in strategic management and accepting collective responsibility for strategic and financial decision-making and associated risks.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation, including the proper declaration, management and mitigation of conflicts of interest in line with governance requirements.
- Safeguard the interests of the membership and stakeholders of the Association and Football Centre, ensuring decisions are taken in the long-term interests of the organisation and with due regard to identified risks.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives, considering financial sustainability and risk exposure as part of strategic oversight.
- 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 and Football Centre's strategic aims and objectives, while collectively overseeing strategic and financial risks.
- Jointly oversee the management of risk to the Association and Football Centre, accepting shared accountability for risk management, and act as Chair of the Audit & Risk Committee.
- Develop and maintain an effective corporate governance structure, including robust processes for managing conflicts of interest and ensuring transparency in decision-making.
- Monitor the financial affairs of the Association and Football Centre and ensure the effective use of Middlesex FA and Middlesex CFC finances, recognising the Board's collective responsibility for financial stewardship and risk.
- Promote equality of opportunity throughout the Association and Football Centre.
- Represent the Association and Football Centre to partners and stakeholders in a professional manner.
- Act with discretion in respect of sensitive, confidential or commercial information provided to you in this role.

FINANCE

- Oversee all audit, assurance and control activities, ensuring the effectiveness of internal controls, risk management frameworks and independent scrutiny.
- Oversee the preparation of timely, accurate and detailed reports on financial performance, risk and control effectiveness on a quarterly and annual basis, providing assurance to the Board.
- Provide strategic financial, audit and risk leadership, supporting and acting as a trusted sounding board for the CEO on matters of finance, assurance and organisational risk.
- Ensure compliance with all relevant regulations, statutes, governance standards and guidelines, embedding a strong culture of assurance and accountability.
- Ensure robust financial, operational and risk controls and processes are in place, regularly reviewed and strengthened where required.
- Support the Association and Football Centre in strategic decision-making by ensuring financial sustainability, risk appetite and assurance considerations are fully integrated.
- Chair the Audit & Risk Committee, meeting a minimum of four times throughout the football season, leading oversight of audit, risk and assurance matters and reporting effectively to the Board.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- Proven senior-level financial leadership experience as a Director of Finance, Chief Financial Officer or in a comparable role, demonstrating responsibility for organisational financial strategy, stewardship and governance.
- Professionally qualified accountant (ACA, ACCA, CIMA or equivalent) is strongly preferred, alongside relevant post-qualification experience.
- Demonstrable experience of operating at Board, trustee or non-executive level, providing effective independent challenge, assurance and scrutiny within a governance framework.
- In-depth knowledge of corporate finance, accounting principles, statutory requirements and best practice in financial management and control.
- Strong capability in financial analysis, forecasting and long-term financial planning to support sustainable, strategic decision-making.
- Ability to communicate complex financial and risk information clearly, concisely and credibly to non-financial stakeholders, enabling informed Board discussion and decisions.
- Strategic, long-term thinker with independence of mind, sound judgement and the confidence to constructively challenge where appropriate.
- Possess, or demonstrate a willingness to develop, an understanding of grassroots football and the wider football governance environment.
- Analytical and rational approach, combined with a positive, self-motivated attitude and the ability to influence and motivate others at senior level.
- High levels of emotional intelligence, self-awareness and integrity, with the ability to build trusted relationships.
- A strong commitment to promoting and embedding equality, diversity and inclusion at all levels of the organisation.

Desirable (Beneficial, but can be learned in role)

- Understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
- Working knowledge of accounting software, designed for small to medium sized businesses, such as Xero.
- Knowledge of the County FA Governance Code.
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.
- Understanding of not-for-profit organisations.



EQUAL OPPORTUNITIES AND INCLUSIVITY

Middlesex FA and recruitment partners **KinseySears** are fully committed to providing services which embrace diversity, and which promote equality of opportunity. We also ensure every assignment embraces all aspects of diversity – diversity of representation, thinking, approach, background and experience.

Every project is supported and reviewed by our ED & I consultant to ensure our planning, programme design, talent pooling, language and approach leads the way in equity, belonging, diversity and inclusion.

The lack of diversity within sport in general, and leadership positions in particular, is an issue we are committed to tackling in line with our clients' requirements. For each assignment we proactively seek suitably qualified candidates from under-represented sections of the community whether based on gender, ethnicity, disability or other criteria. As a matter of course we always seek to put forward candidates from different backgrounds and promote greater diversity within the industry.

Our processes are based entirely on merit with special care taken to ensure procedures are free from biases related to a candidate's age, race, gender, religion, sexual orientation, and other personal characteristics that are unrelated to their job performance. All candidates are treated equally and are fully supported throughout the process to ensure they have the best opportunity to demonstrate their skills and abilities to their full extent.

Should you require information in an alternative format or any adjustments to be made throughout the application or interview process or on appointment, please contact **Joe Blanch** on **07786 039 496** or **jblanch@kinseysears.com**.



APPLICATION PROCESS

Middlesex FA has retained the services of executive search firm **Kinsey Sears** to conduct all aspects of this assignment. If you would like to be considered for the role of Non-Executive Director (Finance) at Middlesex FA please contact Joe Blanch, Director of Executive Search on jblanch@kinseysears.com or **07786 039 496** for a confidential and informal discussion.

To formally apply for the role please supply the following:

- An up-to-date CV setting out your career history, with responsibilities and achievements and preferred contact details.
- A brief letter outlining your motivation and suitability in line with the skillsets sought by **Middlesex FA**.
- Send to info@kinseysears.com with the reference **MFA2026**

Your Information

Your personal information will be held in accordance with the Data Protection Act 2018. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

If you apply, we will share some of the information you provide with the Members of the Nominations Committee at Middlesex FA, so that your application and CV can be assessed.

Timelines

Applications close:

Monday 6th April 2026

Remote first round interviews for longlisted candidates:

w/c 20th April 2026

Final Interview for shortlisted candidates:

Thursday 7th May 2026

The Board will meet on **Monday 18th May** to ratify the decision, following which Middlesex FA will be able to make a formal offer to the successful candidate.

