



**Northamptonshire FA**

**Non Executive Director - Finance**

**Application Pack**

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## The Role

Northamptonshire Football Association is inviting applications to join our Board of Directors. We are looking for individuals with financial skills and experiencewho have a passion for developing grassroots football in Northamptonshire.

These are exciting times for Northamptonshire FA as we are developing our growth strategy for the next 3 years; diversifying our income streams and creating new partnerships that further enable us to govern football to the highest standard and most importantly provide a safe return to football for everyone

The successful candidate for this role will be instrumental in helping the County to deliver this.

This is a volunteer role in which you will be expected to attend Board meetings ten times per year and to collaborate with Board Directors and other stakeholders in the strategic development of the organisation.

You will be accountable for:

* Overseeing the day to day financial management of the Association In accordance with the County FA Financial Standards
* Liaison with the company's Auditors and ensuring that accurate financial records are maintained and retained for statutory periods
* Advising the Board on investment matters
* Informing the development of the Association's commercial offering

**What can we offer?**

* + An exciting opportunity to be part of a forward- thinking progressing business
  + To work with key stakeholders within grassroots and the professional game
  + Access and commitment to personal development and training opportunities

1. **About Northamptonshire Football Association**

We are the home of grassroots football In Northamptonshire and we are committed to providing football for all.

We are the guardian of the national game in Northamptonshire. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our county which is steeped in football tradition and history across many levels of the game.

## Volunteering as a Board Director

## As a Director at Northamptonshire Football Association you will set the county's grassroots strategy; ensuring that the Association continues to provide a safe football environment and growth in participation across all levels of the game. You will oversee the delivery of our core governance activities and help shape our commercial and developmental work.

## The Finance Director will work closely with the Chair, the CEO and the senior team at Northamptonshire Football Association to oversee the day to day financial activities and also advise and Inform our thinking as we seek to diversify our income streams and build a sustainable business.

## For more information about our Board and Staff team , please visit [our website](https://www.northamptonshirefa.com/about/board-and-staff)



## Role Profile

NORTHAMPTONSHIRE FOOTBALL ASSOCIATION

ROLE PROFILE: NON-EXECUTIVE DIRECTOR (FINANCE)

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| **Role Title** | Non - Executive Finance Director |
| **Reports to** | Chair of the Board of Directors |

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| **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. |

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| **Location** | Board meetings will take place at Northamptonshire FA's offices at Red House Square, 9 Duncan Close, Moulton Park, Northampton. NN3 6WL or will be held via Microsoft TEAMS. |
| **Estimated time commitment to fulfil the role** | The post requires the following commitments:   * To attend 10Board meetings a year. Meetings are normally held on the 3rd Thursday of every month and normally last in the region of 2hours. * 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** | The position Is not remunerated.  County FA Expenses will be paid in line with the current Expense Policy of Northamptonshire Football Association  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. |

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| **Responsibilities** |
| * To serve as a Director of the Association 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 Association. * To fully participate in Board induction, training or development and performance monitoring. * To work with the CEO and, where appropriate, Board Committees, to provide timely, accurate, meaningful financial information for presentation and approval by the Board of Directors on a regular basis, to include:   + The Annual Report and 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 investment matters. * To chair/be a member of any finance-related committee such as a remuneration committee. * To oversee the Association’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 Association. * To provide financial monitoring information for inclusion in the quarterly report to The FA. * To act as the point of contact for the Association’s auditors and accountants. * To work with the Chair and the CEO to develop and maintain a risk register to ensure that all financial risk to the organisation is minimised. * To oversee the production, implementation and ongoing maintenance of a Financial Procedures Manual. * To ensure that accurate financial records are maintained and retained for statutory periods. * To set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board. * To serve as an ex officio member of all committees. * To perform other responsibilities as assigned by the Board. |

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| **Person Specification** | |
| **Qualifications** | |
| Essential  Accountancy qualification (or equivalent) | Desirable  A management qualification. |
| **Skills** | |
| Essential   * Exceptional financial accounting skills. * An understanding of and ability to manage financial risk in business. * Strategic leadership and management skills. * 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   * 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. |

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| **Knowledge** | |
| Essential   * A thorough working knowledge and understanding of financial and management accounting, including payroll and taxation. * Thorough knowledge of Company Law and the companies Act (2006) * An understanding of and commitment to equality, diversity and inclusion. | Desirable   * 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. |

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| **Enhanced DBS Check required?** | YES |
| **Check Companies House Disqualified Directors Register?** | YES |
| **Clean full driving licence?** | YES |

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| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA Value** | **Behaviours** |
| **PROGRESSIVE** | Embraces new thinking in pursuit of continuous improvement   * 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** | Sets the standards for respectful behaviour across the game   * 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** | Champions and ensures that football is, and will remain, a game for everyone   * 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** | Tenacious and accountable. Serving the whole game and doing the right thing   * 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** | The very best outcome achieved by sustained excellence in performance   * 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 |

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| **Role Profile agreed by the Board of *Northamptonshire Football Association***  **and signed on behalf of the Board by the Chairperson:** | **Name** | **Signature** |
|  |  |
| **Date Role Profile agreed by the Board:** |  | |
| **Role Profile signed by role holder:** | **Name** | **Signature** |
|  |  |
| **Date Role Profile signed by role holder:** |  | |

## How to apply

If this role Is of Interest to you, we'd love to hear from you.

Please complete the application form within this pack and send It to our CEO, Sarah Bentley at **sarah.bentley@northamptonshireFA.com** by close of business on **Friday 16th October 2020.**

If you would like an Informal discussion about the role, please call Sarah Bentley on 07933 412311.

## Selection Process

## Please complete the application form here and submit to sarah.bentley@northamptonshireFA.com no later than 5pm on 16th October 2020. Please note that no applications will be accepted after this time.

## Our Equality and Diversity Monitoring Form can also be found within this pack. Completion of this form is voluntary, however should you wish to complete this, please do so and return It with your application.

## Shortlisted applicants will be contacted by 23rd October to arrange a mutually convenient interview time. If required, second interviews may be held in order to determine the most suitable candidate for the role.

**Northamptonshire Football Association**

**Board Director application form**

### Completing and returning the Application Form

Please complete the Application Form and return to Sarah Bentley, CEO,by email at **sarah.bentley@northamptonshireFA.com** by **5pm on 16th October 2020**.

Applications received after this time will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

**Position applied for:**

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**Personal details**

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| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Ms or preferred title** |  |
| **Postal address** |  | | |
| **Postcode** |  | | |
| **Email address** |  | | |
| **What is your preferred contact method? (phone, email, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check?** |  | | |

*If you do not hold an in-date DBS Check there may be a requirement (dependent on the role) for this to be completed before appointment.*

## Employment and volunteering history

*Starting with your present or most recent job or voluntary position, please complete the table below.*

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| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Employer/ organisation name and address** | **Job/role title** | **Brief Description of duties** |
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*Please insert additional rows in the table above if required*

## Education and qualifications

*Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).*

*For GCSEs or equivalent there is no need to include each subject on a separate line (see example below).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School/College/University/ Training Provider Name** | **Qualification and subject** | **Grade achieved** |
| *e.g. 1991* | *e.g. High School Name* | *e.g. 6 GCSEs including Maths and English* | *e.g. 4 x As and 2 x Bs* |
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*Please insert additional rows in the table above if required*

**How do you meet the requirements of the role as outlined in the Role Description?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description.*

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**How do you demonstrate the values of Northamptonshire Football Association?**

*The way we work at Northamptonshire Football Association is built on the values outlined in the Role Description. Please provide examples of how you have demonstrated these values in your work or everyday life.*

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## Accessibility

*Northamptonshire Football Association**is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

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## References

*Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.*

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **Email address** |  |  |
| **Telephone** |  |  |
| **Postal address** |  |  |
| **Relationship to you** |  |  |
| **Permission to contact prior to appointment if offered a position? (yes/no)** |  |  |

## Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process.

I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |



Northamptonshire Football Association wants to meet the aims and commitments set out in its equality policy

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will used only by to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

**Gender** (*Please tick the appropriate box)*

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

**Are you married or in a civil partnership?** (*Please tick the appropriate box)*

Yes No Prefer not to say

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 |
| 50-54 | 55-59 | 60-64 | 65+ | Prefer not to say |  |

**Age** (*Please tick the*

*appropriate box)*

**What is your ethnicity?**

*Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box*

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write here

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write here

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write here

Black/African/Caribbean/Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write here

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in

Do you consider yourself to have a disability or health condition? (*Please tick the appropriate box)*

Yes No Prefer not to say

What Is the effect or Impact of your disability or health condition on you’re ability to give your best at work?

Please write It In here

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

What is your sexual orientation? (*Please tick the appropriate box)*

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief? (*Please tick the appropriate box)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No religion or belief | Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | Prefer not to say |  |  |

If other religion or belief, please write in

What is your current working pattern? (*Please tick the appropriate box)*

Full-time Part-time Prefer not to say

What is your flexible working arrangement? (*Please tick the appropriate box)*

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share Flexible shifts Compressed hours Homeworking Prefer not to say

If other, please write in

Do you have caring responsibilities? (*Please tick all that apply)*

None

Primary carer of disabled adult (18 and over)

Prefer not to say

Primary carer of a child/ children (under 18

Primary carer of older person

Primary carer of disabled child/children

Secondary carer (another person carries out the main caring role)