



FOR ALL

FOR WILTSHIRE

Non-Executive Finance Director Vacancy

Salary: Voluntary role with petrol expense offered at 0.27p per mile.

Benefits: Purchase options on England International and FA Cup tickets.
Ground pass for affiliated football in Wiltshire.

An exciting opportunity has arisen to join the Board of Directors at Wiltshire County FA for the position of Finance Director.

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. With over 19,000 players, 1,000 affiliated clubs, 406 referees, Wiltshire County FA is proud to support football for all.

The Association is set for transformational change during 2020 as we prepare to relocate into our new £1.7m purpose-built football 'hub' facility in Devizes. The new facility promises to be a beacon for football in Wiltshire that services the entire community. More information about the new HQ can be found by [clicking here](#)

The Non-Executive Finance Director is a voluntary position and role holder will be an integral member of the Wiltshire FA Board, advising the association on finance matters and supporting the association to deliver the Wiltshire FA Business Strategy.

The Finance Director will hold experience and expertise in accountancy with an excellent understanding of cloud base accountancy software. The Finance Director will attend bi-monthly Board meetings at the Wiltshire County FA and will work alongside CEO and Chairman to provide timely, accurate and meaningful financial information for presentation and approval by the Board of Directors.

The post holder will report to The Chief Executive Officer.

Key responsibilities:

- Production of annual budget and bi-annual forecasts.
- Production of regular cash flow forecasts.
- Production of quarterly Management accounts and variance reports.
- To advise the Board on investment matters including overseeing finances of a headquarters relocation.
- Liaise with Wiltshire FA Accountants on the production of statutory accounts.
- Support the Wiltshire FA Finance Officer by providing advice and guidance on accountancy matters.
- Advise the Board on the implementation and maintenance of suitable financial controls.

Key skills:

- A good working knowledge and understanding of financial and management accounting.
- The ability to develop, monitor and manage stringent budgets
- An understanding of and ability to manage financial risk in business

County Offices
Units 2 & 3
Dorcan Business Village
Murdock Road
Dorcan
Swindon
SN3 5HY

01793 486047
info@wiltshirefa.com
@WiltsCountyFA

www.wiltshirefa.com



- A passion for sport - preferably football
- Key character attributes: Driven, personable, creative, leadership, organised, and the ability to debate in a constructive manner

Collectively, the Board of Directors of Wiltshire County FA are required to direct the business affairs of the Association. Determining the vision and strategy and the plans, policies and financial investment required to achieve the Associations' aims.

Wiltshire County FA is a not for profit organisation and the positions on the Board of Directors are voluntary. The Finance Director will be expected to communicate regularly with the CEO and attend Bi-monthly Board meetings. Board meetings are currently held on a Thursday evening at Wiltshire County FA, Units 2/3 Dorcan Business Village, Swindon, SN3 5HY however from May 2020 Board meetings will move to the new HQ at Green Lane in Devizes, SN10 5DS.

Core responsibilities for all Directors:

- Directors shall serve the Company in accordance with the Companies Act (2006) and other relevant legislation.
- To actively participate in strategic management and regularly review performance against clear objectives
- To safeguard the interests of the Membership and stakeholders of the Association.
- To ensure the effective implementation of Board decisions by the CEO and staff, holding the Chief Executive to account for the effective management and delivery of the Association's strategic aims and objectives.
- To oversee the management of risk to the Association, including matters of Health and Safety.
- To develop and maintain an effective corporate governance structure.
- To monitor the financial affairs of the Association through reports and to ensure the effective use of financial and other resources.
- To promote equality of opportunity throughout the Association.
- To fully participate in Board induction, training or development and performance monitoring

For further details please contact Oliver Selfe, Chief Executive Officer on Oliver.selfe@wiltshirefa.com / 01793 486047. To apply a CV and covering letter marked "Private and Confidential" should be e-mailed to the CEO. The closing date for receipt of applications is midday on Friday 22nd November 2019 with the successful applicant expected to be in post by December 2019.

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