County FA Finance Director Role Profile

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| **Role Title** | Independent Non-Executive Finance Director |
| **Reports to** | Chair of Army Football Association |

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| **Role Description** |
| The Non-Executive Finance Director will act as an ambassador for the Army Football Association and act as a custodian of the highest standards of financial integrity and governance. The Director will bring recent and relevant financial experience that will enable robust financial controls and secure systems of risk management. They will work closely with the wider Board, and lead any relevant committees, ensuring that they are informed through relevant and timely information. They will be required to form a strong relationship with the CEO and Finance Officer, providing support and acting as a sounding board on all financial matters.  Lead on the delivery of the finance strategy and plan.  The provision of consistent, robust, and expert financial advice to the CEO and the Board. |
| **Role Purpose** |
| * To direct and monitor the business affairs of the Association by determining, in partnership, with the financial vision, strategy, plans, policies, and investment required to achieve the overall long-term objectives. * To oversee the financial planning of the Association by analysing its performance and risks. * To retain constant awareness of the Association’s financial position and act to prevent problems. * To be an active Board member, providing strategic oversight and to constructively challenge and review the Army Football Associationstrategic plan. |

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| **Location** | ***A combination of working from home or from individual’s usual working locations*** |
| **Estimated time commitment to fulfil the role** | *Commitments require attendance at four formal Trustee meetings held in the Aldershot area (either virtually or in person). Additional calls, meetings with Chair/ and/or Board of Trustee/staff members to advise as required. An opportunity to attend other Army FA activity that will include football events. The appointment will before an initial three-year period, reviewed on an annual basis.* |
| **Remuneration and Expenses** | ***This is a voluntary role. Relevant expenses will be paid in line with the current Army FA Expense Policy.*** |

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| **Responsibilities** |
| General   * Serve as a Director of the Army Football Associationand to actively participate in its strategic management. * Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation. * Safeguard the interests of the membership and stakeholders of the Association. * Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives. * 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 strategic aims and objectives. * Jointly oversee the management of risk to the Association. * Develop and maintain an effective corporate governance structure. * Monitor the financial affairs of the Association and ensure the effective use of Army Football Associationfinances. * Foster the equality, diversity, and rights of others by ensuring people are respected and valued as individuals. * Represent the Association to partners and stakeholders of the Association in a professional manner. * Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.   Finance –   * Ensure, in close co-operation with the CEO that an appropriate, board approved, financial policy framework is in place to guide the Army FA financial decision making. * Develop and deliver a 5-year Army FA financial strategy and plan. * Oversee all audit and control operations. * Oversee the preparation of timely and detailed reports on financial performance on a quarterly and annual basis. * Provide support to, and act as a sounding board for the CEO on financial matters. * Support the Board in managing sponsorship arrangements with Mongoose Sport. * Advise board with professional partners in managing Army FA portfolio of investments. * Ensure compliance with regulations, statutes, and guidelines. * Ensure financial controls and processes are in place. * Support the Association in its strategic decision-making. |

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| **Person Specification** | |
| **Qualifications and Experience** | |
| * Proven experience as a Director of Finance or similar role. This will include working as a CFO/Director of Finance and/or accountancy qualifications. * In-depth knowledge of corporate finance and accounting principles, laws, and best practices. * Solid knowledge of financial analysis and forecasting. * Experience of preparing, monitoring, and reporting of budget and financial management information. * Experience of developing, delivering, and monitoring financial strategy. | |
| **Skills and Personal Attributes** | |
| * Possess or show willingness to understand grassroots football. * Analytical and rational thinking. * Positive attitude and highly self-motivated with ability to motivate others. * Evidence of emotional intelligence and self-awareness. * Recognise and value all aspects of diversity. | |
| **DBS Check required?** | Yes |
| **Check Companies House Disqualified Directors’ Register?** | Yes |
| **Clean full driving licence?** | No |

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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 always apply FA standards. |
| **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. |

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| **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 always achieve the highest levels of performance. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Role profile reviewed and modified by:** | ***Graham Brookland*** |
| **Date role profile reviewed and modified:** | ***23 November 2023*** |
| **Role profile authorised by:** | ***Brigadier Andrew Cox MBE, Chair Army Football Association*** |