



LIVERPOOL FA RECRUITMENT PACK

Independent Non-Executive Finance Director

ABOUT LIVERPOOL FA

A word from our Chief Executive Officer, Tony Smith:

“Liverpool County FA is one of the most prestigious County FAs in the country, serving more than 55,000 players and 500 clubs and 3,500 teams.



At Liverpool County FA, we believe in the power of football to unite communities and create lasting memories. As the governing body for football in Merseyside for over 120 years, we are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment. By promoting ‘**Football for All**’ we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.”

ABOUT THE ROLE

An exciting opportunity for an experienced and self-motivated Independent Non-Executive Director has arisen within our Board of Directors.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new **Independent Non-Executive Finance Director** to help drive our business forward.

As our Independent Non-Executive Finance Director, you will be a champion of financial integrity and governance, overseeing the financial planning and risk management that underpins the success of grassroots football. Reporting directly to the Chair of the Board of Directors, you will be instrumental in shaping and supporting the Association's vision, strategy, and financial investment, propelling us toward our long-term business objectives.

We have a passionate team of staff that work across six Local Authorities: **Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.**

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities FOR ALL.

What can we offer you?

- This is a voluntary role, as such reasonable expenses will be remunerated in accordance with the Liverpool FA expenses policy.
- An exciting opportunity to join a passionate and forward-thinking governing body.
- A rare and unique opportunity to work with key stakeholders across the grassroots and professional game.

The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. Attendance can be in-person or virtually. The Finance Director is also required to attend meetings of the finance Working Group, General Meetings and other ad hoc events held within the County.

Providing Opportunities In Football For All

HOW TO APPLY

To apply for this incredible opportunity to contribute to the growth and success of football in Merseyside, **please send your CV and a compelling cover letter** detailing how you embody our values and why you are the perfect fit for this role to **info@liverpoolfa.com**.

We also require **a completed Equality and Diversity form**, which is included in the pack appendices. Please include **PRIVATE AND CONFIDENTIAL – Finance Director** within the email title.

If you require any adjustments to the application process, or would like to discuss the role informally, please contact Adam Greaves-Smith, Business Manager via adam.greaves-smith@liverpoolfa.com.

Deadline for applications: Monday 6th November 2023.

Interviews are scheduled to take place on the following date(s):

Interview Dates: Week commencing 13th November 2023

(We reserve the right to amend the prospective interview process in advance of these dates).

Disclosure and Barring Service Check: *As this role does not involve direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate **will not be required** to undergo a thorough screening process.*

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from people of all backgrounds, ages, genders, sexual orientations, ethnicities, religions, and abilities.

JOB DESCRIPTION & PERSON SPECIFICATION

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

Role Description

As our Independent Non-Executive Finance Director, you will be a champion of financial integrity and governance, overseeing the financial planning and risk management that underpins the success of grassroots football. Reporting directly to the Chair of the Board of Directors, you will be instrumental in shaping the Association's vision, strategy, and financial investment, propelling us toward our long-term business objectives.

Role Purpose

- Serve as a Director of Liverpool County FA, actively shaping our strategic financial direction and promoting football for all.
- Provide financial expertise and guidance, safeguarding the interests of our members and stakeholders.
- Drive financial planning and risk management, ensuring effective use of resources and compliance with regulations.
- Work closely with the CEO, acting as a sounding board and supporting the Association in strategic decision-making.
- Foster a strong corporate governance structure, reflecting our commitment to excellence and continuous improvement.
- Champion equality of opportunity, making football a game for everyone.

Responsibilities

- Serve as a Director of Liverpool Football Association, and 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 County FA resources.
- Promote equality of opportunity throughout the Association.
- 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.
- 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.
- Ensure compliance with regulations, statutes and guidelines.
- Ensure financial controls and processes are in place.
- Support the Association in its strategic decision-making.

Location	Liverpool FA and occasional travel to alternative venues to attend meetings.
Estimated time commitment to fulfil the role	The role requires a commitment to attend Board meetings throughout the year. Meetings are normally bi-monthly and held on Tuesday at Liverpool FA and normally last in the region of 2 hours. Attendance can be in-person or virtually The Finance Director is also required to attend meetings of the finance Working Group, General Meetings and other ad hoc events held within the County.
Remuneration and Expenses	This is a voluntary role which is not accompanied by any financial remuneration. Reasonable expenses will be paid in line with the current Expense Policy of Liverpool FA. 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.

Person Specification	
Qualifications and Experience	
• Proven experience as a Director of Finance or similar role, coupled with a passion for grassroots football. • In-depth knowledge of corporate finance, accounting principles, and financial analysis. • Positive attitude, highly self-motivated, and committed to promoting diversity and inclusion. • A trailblazer with a track record of embracing change and driving improvement.	
Skills and Personal Attributes	
- o Possess or show willingness to have an understanding of grassroots football. - o Analytical and rational thinking. - o Positive attitude and highly self-motivated with ability to motivate others. - o Evidence of emotional intelligence and self-awareness. - o A strong commitment to promoting and embedding diversity and inclusion at all levels.	
Enhanced DBS Check required?	No
Check Companies House Disqualified Directors' Register?	Yes
Clean full driving licence?	No

The successful applicant will be expected to work in accordance with the values and behaviours of Liverpool County FA at all time.

ENTHUSIASM

WE WILL HAVE A POSITIVE APPROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY

PROFESSIONALISM

WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVES OUR FOOTBALL COMMUNITY

FAIR

WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT

PASSIONATE

WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED

TEAMWORK

WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBALL COMMUNITY TO PROVIDE FOOTBALL FOR ALL

COMMUNITY WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE

