



# Liverpool County FA

## Finance Director Role Profile

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| <b>Role Title</b> | Independent Non-Executive Finance Director |
| <b>Reports to</b> | 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.

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| <b>Location</b>                                     | Liverpool FA and occasional travel to alternative venues to attend meetings.   |
| <b>Estimated time commitment to fulfil the role</b> | <p>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</p> <p>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.</p> |
| <b>Remuneration and Expenses</b>                    | <p>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.</p> <p>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.</p>                                      |



## 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.



## 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 role holder will be expected to understand and work in accordance with the values and behaviours described below:**

| FA Value           | Behaviours  |
|--------------------|---|
| <b>PROGRESSIVE</b> | Embraces new thinking in pursuit of continuous improvement <ul style="list-style-type: none"> <li>o Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>o Questions the way things are done and takes informed risks.</li> <li>o Continuously seeks to improve efficiency and performance.</li> </ul>                     |
| <b>RESPECTFUL</b>  | Sets the standards for respectful behavior across the game: <ul style="list-style-type: none"> <li>o Maintains people's self-esteem when interacting with them.</li> <li>o Avoids pre-judgement when listening to suggestions from others.</li> <li>o Seizes the opportunity to apply FA standards at all times.</li> </ul>   |
| <b>INCLUSIVE</b>   | Champions and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none"> <li>o Openly collaborates with colleagues and partners in the game</li> <li>o Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>o Seeks out and embraces new ways of thinking and working.</li> </ul> |



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| <b>DETERMINED</b> | Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"><li>o Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li><li>o Remains focused on seeing agreed goals through to completion taking pride in their work.</li><li>o Maintains motivation for their team and themselves.</li></ul> |
| <b>EXCELLENT</b>  | The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"><li>o Seeks to achieve the highest levels of performance at all times.</li><li>o Persistent to achieve a standard that others consider impossible.</li><li>o Challenges others to go further and achieve more.</li></ul>   |

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| <b>Role profile reviewed and modified by:</b>   | <i>[Insert name and role title]</i> |
| <b>Date role profile reviewed and modified:</b> | <i>[Insert date]</i>                |
| <b>Role profile authorised by:</b>              | <i>[Insert name and role title]</i> |
| <b>Signed by role holder (on appointment):</b>  | <i>[insert signature]</i>           |
| <b>Date signed:</b>                             | <i>[insert date]</i>                |

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association.