



job description

JOB TITLE: Head of Finance
JOB PURPOSE: <ul style="list-style-type: none"> ▪ To direct and control the financial aspects of the Association’s operations ensuring that all business practice is underpinned by sound financial planning and processes.
RESPONSIBLE TO: Chief Executive
<p>MAIN DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ▪ To ensure that effective financial management procedures are established and followed to meet internal and external financial reporting requirements. ▪ To co-ordinate and prepare annual operating and capital budgets to assist the corporate planning process. ▪ To initiate regular, accurate and prompt delivery of financial information throughout the Association to assist the effective management of revenue and capital budgets. ▪ To develop and implement new financial management systems and procedures which are designed to improve the financial reporting of the Association. ▪ To evaluate new spending proposals / and or changes to policy in line with Association strategy to ensure the most cost effective use of resources. ▪ To advise senior management within the Association on financial policies and the implementation and application of these to improve its overall financial effectiveness. ▪ To keep up to date with financial regulations so the department can provide the Association with a source of financial expertise to support its activities. ▪ To lead and develop the Finance department and ensure that is equipped to meet most effectively the requirements of the Association. ▪ To monitor the financial performance of the Association’s wholly owned subsidiary operations and report this to the Executive Committee of the Association. ▪ Provide support and advice on all financial matters relating to the Club Licensing system. ▪ Review and evaluate financial data from clubs on the club licensing system making recommendations as appropriate. ▪ Review Club interim accounts for UEFA competitions. ▪ Participate actively as a member of the staff internal Review Body for club licensing.
<p>PERSON SPECIFICATION:</p> <ul style="list-style-type: none"> ▪ Significant post-qualification experience which includes time in a management position.
<p>SIGNED EMPLOYEE.....DATE.....</p> <p>Signed Manager.....Date.....</p> <p>CcHR CcPersonal File</p>