

# Finance Manager

## Role Description



**Responsible to:** Management Board via the Chairman

**Appointed by:** Management Board

**Term of Office:** Three Years

**Status:** Voluntary Post

The duties of the Finance Manager shall include, but not be limited to the tasks listed below.

- Be an Executive Officer, Trustee and member of the Management Committee
- To advise the Management Board, Management Committee and Discipline Managers on all financial matters relating to the Region.
- To oversee the following;
  - Provision of financial information, including budget comparisons, to the Management Board, Management Committee and Discipline Managers
  - Maintenance of up-to-date records of the Region's accounts including reconciliation against Bank Statements
  - Collection of amounts due and payment of amounts owed by the Region
  - Preparation of end of year accounts and supporting documentation, which are acceptable to the independent financial examiners appointed by Council
- Manage the preparation of the annual budget for approval by the Management Board
- To communicate and collaborate with Swim England, other Regions and Counties as necessary
- Produce a Finance section for the Annual Report
- To attend the Annual Council Meeting
- To attend meetings of the Management Board
- To represent the Region at National level if required.

### PERSON SPECIFICATION

| ESSENTIAL   | DESIRABLE   |
|---|---|
| Be a Swim England Member and a member of an ASA East Region club  | Knowledge of a range of roles and duties within the Sport |
| Budgeting and financial forecasting experience  | Accountancy qualification                                 |
| Basic knowledge of tax and VAT requirements   | Experience of serving on committees                       |
| Good organisational skills – ability to record information accurately and to operate within required timescales |   |
| Good communication skills – verbal and written  |   |
| ICT literate – knowledge of Microsoft Office and Sage Accounts  |   |
| Understanding of, and ability to conform to, good practice in committee work                                    |   |
| Experience of reporting to committees   |   |
| Willingness to attend meetings and deal with issues as required   |   |
| Willingness to represent the Region at National level if required   |   |

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