

Role Description for Finance Director

Responsible to:	The Members Forum
Appointed by:	The Members Forum
Term of Office:	Up to three years
Status:	Voluntary Post
Role Purpose:	To provide financial leadership and direction to the Board of Directors and to the Company

Summary

Swim England East Region is a company limited by guarantee with charitable status. In addition to leading on financial matters, the Finance Director is a company director and Trustee of the charity, and shares the responsibilities of those roles with other directors. In addition, the Finance Director has the following specific responsibilities:

Responsibilities

- Ensure that the highest standards of governance are followed and that the Company acts in accordance with its Articles of Association and Regulations
- Attend Board meetings, Annual General Meetings and other regional committees as required
- Ensure that the Board receives appropriate financial information both to monitor the financial activities of the region and to make decisions
- To ensure that the financial activity of the Company complies with its Articles of Association, Regulations, reporting any concerns to the Board
- Ensure that risks are appropriately identified and managed
- Monitor financial practices to ensure that these are in accordance with the regional Finance Policy, reporting any concerns to the Board
- Ensure that the funds of the region are appropriately managed and that safeguards are in place
- Oversee bank accounts and recommend changes to banking arrangements to the Board
- Ensure that the Audit, Risk and Probity Committee receives relevant financial information and respond to any issues raised by this committee
- At a strategic level, oversee the work of regional staff in relation to finance
- Ensure that there is a robust process within the governance arrangements to consider annual plans and budgets
- Ensure that the Board develops regional plans and budgets and monitors and evaluates these to maintain a sound financial platform at all times
- Oversee the arrangements for end of year accounts and the examination of accounts
- Be a point of contact for the external examiners
- Ensure that the Annual General Meeting receives appropriate financial reports
- Ensure that the Trustees Report includes financial information as required by the Charity Commission
- Initiate regular reviews of regional finance policies
- Liaise with the other regional finance directors/ managers and Swim England Senior Management Team as appropriate, including attendance at meetings of the Regional Finance Group

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England East Region club	Accountancy or similar qualification
Strong leadership skills and ability to motivate members of the Board to form an effective and cohesive team	Experience of SAGE or similar online accounting systems used by small businesses
Previous experience of a financial role on a voluntary or employed basis	Commercial / business background
Previous experience as a member of a committee or board of a voluntary organisation	
Experience of accounting and financial management	Knowledge of the role of charity trustee
Experience of establishing and working to strategic plans and objectives	Experience of working with volunteers
Comprehensive and current IT, literacy and numeracy skills	An understanding of sports development and the competition structure
Approachable and a good listener, able to communicate effectively and confidently	An understanding of Swim England governance and policies
Efficient and well organised and able to delegate	
Availability and willingness to attend meetings and deal with issues as and when required.	

Commitment

Attend SEER Board Meetings – currently monthly and online

Attend SEER AGM – annually in April

Background Information

Attachment – [extract from the Articles of Association – Part 5 - Directors](#)

Links to:

[Swim England East Region Governance Documents](#) (including the Articles of Association, Regulations, Matters Reserved for the Board)

[Finance Policy](#)

[Swim England East Region Governance structure](#)

[Board minutes](#)

[Charity Commission: The Essential Trustee](#)

Role Descriptions for [Regional Chairman](#) and [Member Nominated Directors](#).