



HERTFORDSHIRE GOLF - Role Description

Title:	Finance Director
Responsible to:	HGL Chair and Board
Term of appointment:	Three years

Relationships:

Internal:	HGL Chair, County Secretary and team, including Office Administrator, HGL Board and HGL members
External:	Independent Accountant

Key Responsibilities:

Budget & Strategic financial planning

- Monitor the financial standing of the company and report to the County Secretary, Chair and Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the County's financial resources.
- Oversee the County's financial risk-management process and report financial health to the COM, County Chair/Board at regular intervals.
- Oversee and manage the planning/budgeting process in participation with the Board and constructively challenge where required.
- Liaising with the Independent Accountant on financial issues and ensuring that the County's finances are responsibly managed/invested for the betterment of the County's work and for the beneficiaries of its services.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Prepare and produce management accounts regularly.

Statutory Financial Reporting

- Provide guidance and advice to the County Secretary, Chair and Board to approve annual report and audited accounts.
- In conjunction with the County Secretary, Chair and Board, liaise with Independent Accountant on specific issues in the review process.
- Ensure that annual accounts are submitted to all relevant regulators in a timely manner.
- Present accounts at the AGM.

Reserves Policy

- Develop reserves policy and safeguard the County's finances.
- Keep the County Secretary, Chair and Board informed of free reserves position regularly and advise in regard to changing circumstances.

Banking, book-keeping and record-keeping

- Manage bank account and set up appropriate systems for book-keeping, payments, lodgements and petty cash.
- Ensure that those who handle money keep proper records and documentation.
- Act as a counter authoriser on payments (generally via online banking).
- Support the Office Administrator.
- Manage the payroll and NEST pension scheme.

Control of fixed assets and stock

- Ensure proper records are kept and the appropriate insurances are in place.

Governance

- Lead the County's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advise on the financial implications of the County's strategic plans and overseeing the financial risk-management process.

Skills & Knowledge:

Essential:

- Financial expertise with demonstrated commercial awareness and knowledge.
- Understanding of accounting practices and standards, and statutory reporting.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgment.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Competent use of IT.

Desirable:

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy.

Time Commitment:

- The HGL Board usually meets 6 times a year
- The Finance Director is expected to attend the AGM and present a financial report.
- The Finance Director will chair the Finance Committee will meet in accordance with its terms of reference.
- Attendance at other County meetings and dinners as required.
- Attendance at award meetings or dinners is optional.

Location:

Meetings at County offices / Golf Club or alternative central venue where appropriate.

Notes:

This is an elected position.

Reasonable expenses incurred as part of county activity will be reimbursed by the County.