



Role Description – Finance Director

Position:	Finance Director
Responsible to:	Board of Scottish Fencing
Term:	4 years renewable, or as otherwise determined by the Board on appointment as an Independent Director

Responsibilities

Portfolio Responsibilities:

The Director will:

- Review and develop financial policy and procedures.
- Review annual budget.
- Review monthly cash flow, actual and projection.
- Ensure Board and staff are aware of and operate within the reserve limit.
- Scrutinise annual accounts, liaise with external accountants and propose amendments where necessary.
- Present annual accounts to Board and to AGM.
- Provide general support to Board and staff team on financial matters.

Fiduciary Duties

- To act as an Independent Director of **Scottish Fencing** (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.
- To use such personal and professional skills together with such contacts, experience and judgment as they may possess, with integrity and independence to optimise both the short- and long-term performance of the Company, and in particular, the areas of her/his own portfolio of responsibility.
- To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
- To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director's Obligations

In particular the Director will:

- Attend all Board meetings, in person or by electronic means, called during the year, approx. 10, unless prevented by exceptional circumstances;
- Attend the Annual General Meeting and such other extraordinary General Meetings as may be necessary;
- Act as a member of such Committees of the Board as the Board shall decide, attending all meetings of such Committees, unless prevented by exceptional circumstances;
- Request of the Chair and Chief Executive to place any matter relating to the Company's business, which the Director considers should be discussed on the agenda for meetings of the Board or Committees of the Board.

Board Obligations

The Director will:

- Ensure that Scottish Fencing Ltd complies with its Articles of Association, Company Law and any other relevant legislation or regulations;
- Ensure that the decisions of the Board are fully, promptly and properly carried out;
- Challenge and contribute to the development of strategy constructively;
- Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- Satisfy him/her self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- Ensure that s/he is consulted upon and participates in: the appointment and dismissal of the Chief Executive and other key staff in their area of responsibility; succession planning;
- Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;
- Ensure that s/he has access to any staff and professional advisors of the Company as may be required to enable the Director to perform his/her duties;
- Ensure that s/he fully understands: the business of the Company and its services; the sport and territories in which the Company operates; the roles of staff in the Company; the Company's organisation, structure and methods of working;
- Ensure that s/he understands the views of major funding partners and sponsors;
- Attend a comprehensive, formal and tailored induction, equalities and safeguarding training within the first 12 months of appointment;
- Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

- Ensure that any concerns which cannot be resolved about the running of the Company or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chair, for circulation to the Board, with regard to any such concerns.

Personal Obligations

The Director will:

- Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;
- Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the Chair who shall promptly report such request to the Board;
- Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or committee discussion of the matter.

Person Specification

Applicants for the position of the Finance Director should meet the following specification:

Key skills, experience and qualifications required:

- Knowledge of accounting standards and concepts
- Experience of small company accounting requirements
- Ability to develop appropriate financial reports
- Ability to explain financial reports to non-finance people
- CCAB qualified or part qualified or qualified by experience