



## **FINANCE DIRECTOR**

### **Recruitment Information Pack**

Devon Cricket is seeking to appoint an additional Director to serve on its Board. We welcome applications from any person who is eligible to undertake the role of a Company Director and is involved in Devon Cricket. This might be as an administrator, a player, a club member, a coach, a parent, an official, a groundsman or in any other capacity. (Should you not be involved within Devon Cricket and you wish to learn more about applying to become a Devon Cricket Independent Company Director please contact Matt Theedom or visit [www.devoncricket.co.uk](http://www.devoncricket.co.uk) for an appropriate information pack).

The Devon Cricket Board is committed to safeguarding and promoting the welfare of children and vulnerable people and expects all employees, workers and volunteers to share this commitment. The Devon Cricket Board is committed to operating to the highest standards when recruiting employees and volunteers. The Board is wholly committed to recruitment and selection procedures that help to deter, reject or identify people who might abuse or cause harm to children or are otherwise unsuited to work with them.

#### **Eligibility to be a Company Director**

Subject to any provision in the company's articles, any person can be a Director unless they have been disqualified from so acting under the Company Directors Disqualification Act 1986 or by being an undischarged bankrupt.

Note also that a Director or shadow Director of a company which has gone into insolvent liquidation is prohibited for five years from being a director or shadow director, or being involved in the formation or running of a company which has the same, or a very similar, name to the liquidated company. (Insolvency Act 1986, sec 216).

Finally, all applicants must be 18 years of age or over and must be nominated and seconded by individuals who are members of organisations affiliated to Devon Cricket.

#### **THE DEVON CRICKET BOARD LTD**

The Devon Cricket Board consists of nine (maximum) Directors comprising:

- 6 Directors from within recreational cricket in Devon.
- Including an Elected Finance Director from within recreational cricket in Devon.
- 2 Appointed Directors independent of the administration of Devon cricket.
- A Chairman either elected by the Board from within the above or appointed in addition to the above.
- The Chief Executive Officer / Cricket Development Manager.

Directors are elected for a term of three years but initially 'staggered' to avoid all terms maturing at the same time. Directors can serve for a maximum of six consecutive years. The Chairman is elected annually by the Board from within its number or alternatively appointed for up to three years. The CEO / Cricket Development Manager's term is not time-bound.

Devon Cricket Board Directors are appointed against a set of technical skills, knowledge and experience, as well as competencies and behaviours. These are shown later in this document. Fundamentally, as a group the Devon Cricket Board Directors must understand the potential of junior cricket, senior cricket, different geographical areas of Devon and the opportunity to broaden the appeal of cricket to new markets.

### **Role of the Board of Directors of Devon Cricket**

The Devon Cricket Board's role is to:

1. Provide leadership and expertise to the company in specific areas within the framework of prudent and effective controls, that enable risk to be assessed and managed
2. Set and review Devon Cricket's vision, mission and strategic aims, and ensure that the necessary financial and human resources are in place for the company to meet its objectives and review its performance
3. Set Devon Cricket's values and standards and ensure that its obligations to its members, associate members and others are understood and met.

### **Key elements of a Director's role**

The following four headline elements summarise the Directors role in generic terms:

1. **Strategy** – Directors should constructively challenge and help develop proposals on vision, mission and strategy
2. **Performance** – Directors should scrutinise the performance of the Development Manager, in meeting agreed goals and objectives, and monitor the reporting of performance
3. **Risk** – Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust
4. **Reputation** – Directors should constantly seek to establish and maintain confidence in the conduct of the company as well as build recognition of their individual and collective contribution, in order to maintain trust amongst fellow Directors and the membership.

### All Devon Cricket Directors are expected to:

- Uphold the highest ethical standards of integrity and probity.
- Bring valuable experience to the Board
- Support, where and when necessary, the Development Manager in their leadership of the business while monitoring their conduct and performance
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others, inside and outside the Board.
- Gain the trust and respect of other Board Directors and the membership
- Promote the highest standards of corporate governance for Devon Cricket and seek compliance at every opportunity
- Promote the strategic interests of Devon Cricket internally and externally
- Avoid situations where the interests of Devon Cricket conflict with personal interests or duty to a third party.

### Time commitment / remuneration

- **Board meetings** – attendance at a minimum of 6 Directors meeting annually
- **AGM** – this is usually in February and the date is set in advance. Board Directors are expected to attend this event
- **Devon Cricket official activities** – Board Directors are asked to attend official events such as presentations, competition finals and other relevant meetings. This is accepted to be on an ‘as available’ basis and is therefore not specified as a number of events/days.
- **Expenses** – mileage is paid at a set rate of 30p per mile. Other reasonable expenses are reimbursed such as rail travel, hotel costs, bridge tolls etc
- **Remuneration** – all Board Directors, other than the Development Manager, are non-executive roles and therefore voluntary and unpaid.

### Devon Cricket high performance culture

Devon Cricket aims to develop a culture where high performance is the norm and people are supported to be the best they can be. As well as technical skills, knowledge and experience, the competencies and behaviours that will support this aim have been developed which we want all people in Devon Cricket to demonstrate.

Below are the technical skills, knowledge and experience that we require of our Board Directors as well as the competencies and behaviours that have been identified by Devon Cricket.

We do not expect applicants to have all of the technical, skills or experience listed below. However, we want our Board Directors as a group, to have all of them. We will provide learning and development opportunities for the Board as a group to ensure they are supported in their role.

We have the opportunity to appoint Directors from within Devon Cricket thereby ensuring the fundamental link between Board policy development, affiliated organisations and the future health of the game. In addition to the skills, knowledge, experiences and competencies listed below, as a group, Directors from within Devon cricket need to have a sound understanding of the potential of the junior game, the senior game, the game in different geographical areas of Devon, and the opportunity for the game to broaden its appeal to new markets. A specific set of responsibilities is also available for the **Finance Director** at the end of this document.

### **Technical skills, knowledge and experiences**

- **Board of Directors experience** – experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies
- **An appreciation of cricket and its values**
- **Change management** – Experience of leading and managing change within an organisation
- **Strategic planning and focus** – experience of planning, implementation and evaluation of a strategic plan
- **Strategic relationships** – experience in strategic relationships and effective communications, knowledge and experience of the wider sporting landscape and external influencers, partners and stakeholders
- **Member relations** – experience in member and customer relationship management and effective communications
- **Commercial Focus** – experience of social enterprise, income generation including sponsorship, and developing profitable business models
- **Human resource/Executive performance review** – knowledge and experience of human resource considerations including executive recruitment, performance review and compensation structures
- **Financial knowledge** – knowledge and experience of financial planning/ management, the proper application of internal controls and the audit requirements for a not-for-profit Board
- **Risk assessment** – experience in the process of identifying principal corporate risks and ensuring that management has implemented the appropriate systems to manage risk
- **Diversity and inclusion** – knowledge and experience of contributing to the development of a culture that promotes equality and values diversity
- **Delegated responsibility** – knowledge and experience of developing and implementing processes to delegate and manage operational responsibilities
- **Ambassadorial responsibility** – Experience of undertaking an ambassadorial role on behalf of an organisation and at the same time pursuing opportunities to further develop the organisation

## Competencies

- **Team-working** – works collaboratively with others and ensures participation across the business, as well as with key partners, to support the achievement of Devon Cricket objectives
- **Communicating** – communicates with others in a clear, concise and purposeful way to build effective relationships and gain support and commitment for ideas
- **Customer service excellence** – demonstrates a passion for customer service excellence to internal and external customers that benefit both the customer and Devon Cricket
- **Decision making and problem solving** – uses analysis, wisdom, experience and logical methods to solve problems and arrive at effective solutions
- **Delivery** – completes work to high standards and continually looks for ways of improving performance
- **Developing self and others** – provides support that enables themselves and others to develop and improve for the benefit of Devon Cricket
- **Leadership** – proactively influences improved business practice and organisational change through implementing best practice
- **Strategic management** – provides clarity, direction and inspiration through a compelling vision of the future and what can be achieved.

## FINANCE DIRECTOR JOB DESCRIPTION

Responsible to: Board of Directors

Responsible for: The provision of financial services of Devon Cricket Board Limited. This will involve both financial and management accounting services.

Key responsibilities:

- Contribute to the strategic planning and financial management
- Take the lead on financial accounting and reporting
- Undertake management reporting, planning, budgeting/forecasting, ad hoc analysis for the Board
- Maintain financial systems, procedures and internal controls
- Ensure legal compliance

Main duties

- To produce statutory accounts and monitor finances of DCB
- To produce and file Corporation Tax Return and computations for DCB
- Produce and monitor annual budgets
- Responsible for all income and expenditure affecting the organisation
- Oversee maintenance of financial books and records to record all transactions and maintenance of banking facilities
- Oversee other matters related to taxation - notably payroll
- Oversee internal financial controls
- Report on budgets, management accounts and at monthly board meetings, bi-annual members meetings and AGM
- Oversee financial position of all member bodies and report to the Board on financial issues within Devon Cricket
- Prepare Companies House filings including Annual Return as may be appropriate from time-to-time
- Ensure compliance with administration and financial regulations in relation to company law and regulations
- Liaise with external advisers where appropriate
- Provide strategic direction to the Board's long term financial planning

Note: You will not be responsible for day-to-day maintenance of accounting systems, payment of bills, raising of invoices or payroll which are undertaken by staff and in the case of payroll, outsourced.

#### Other

- To undertake other duties as required by the Board
- To work flexibly with other members of the team
- To maintain confidentiality at all times

#### Competencies/experience required

- Good accountancy knowledge and a financial background
- Excellent organisational skills
- Good administrative and communication skills
- IT literate
- Reliable
- Approachable
- Confidentiality

#### Qualifications needed

- None, but see competencies above which may entail some accountancy qualification or experience.

#### Commitment required

- Attendance at monthly board meetings;
- Attendance at bi-annual members meetings;
- Attendance at Annual General Meeting;
- Preparation of budget monitoring report for each of the above meetings;
- Preparation of annual statutory accounts and tax return.

## **Director application process**

- Submit a formal expression of interest highlighting the individual's key skills, experience and knowledge related to the Board Member role description. This should be submitted in writing, no more than 500 words
- The Devon Cricket Development Manager will review and check all information required has been received. After a short-list has been decided by the Independent Devon Cricket Nominations Panel, applicants will be informed if they are being invited to the next stage of the recruitment process and if so will be asked to attend an informal interview conducted by the Independent Devon Cricket Nominations Panel
- The Independent Devon Cricket Nominations Panel will make recommendations to the Board which in turn will appoint the Finance Director at it's next Directors meeting.

Please contact the Board Chairman, Jon Sparkes, if you wish to discuss the application process in more detail or if you require any additional information.

**Jon Sparkes 07870 871350**

Alternatively, please contact:

**Matt Theedom**  
**CEO / Cricket Development Manager**

**Tel: 01392 262509    Mobile: 07805 554636    Email: [matt.theedom@ecb.co.uk](mailto:matt.theedom@ecb.co.uk)**