



# FINANCE DIRECTOR

## JOB DESCRIPTION

**Job Title:** Finance Director

**Hours of work:** 10-15 hours per month

**Reports to:** Chair of the Board

**Date effective:** As soon as possible

**This is a voluntary role**

**Term:** Initial fixed term of 36 months with a view to extension

With the increasing focus in recent years on corporate governance and the growth of our business, the role of the Finance Director of the Devon Cricket Board has grown in importance. This will involve both financial and management accounting services.

### YOU'LL ENJOY THIS ROLE IF:

- You like to contribute to the strategic planning and financial management
- Wish to take the lead on financial accounting and reporting
- Undertake management reporting, planning, budgeting/forecasting, ad hoc analysis for the Board
- You can maintain financial systems, procedures and internal controls
- Have experience of ensuring legal compliance

### WHAT YOU'LL BE DOING:

- 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.

### YOU'LL HAVE:

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

### COMMITMENT:

- 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.

### GENERAL:

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Devon Cricket Board Ltd.

If you require further information about this post, please contact **Jon Sparkes** (Chair) on 07870 871350 or **Matt Theedom** (Managing Director) on 07805 554636. If you would like to be considered for this vacancy please send a CV and a covering letter explaining why you feel you should be considered.

Email: [matt.theedom@devoncricket.co.uk](mailto:matt.theedom@devoncricket.co.uk)