**Role Descriptor – Director of Finance**

**Safeguarding Statement:**

Cornwall Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks where required. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

**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, sec216). Finally, all applicants must be 16 years of age or over.

**Term of Office**

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 three years and for a maximum of three terms (9 years maximum). The Chairman is elected annually by the Board from within its number or alternatively appointed for up to three years. The Development Manager’s/Lead Officers term is not time-bound.

**Cornwall Cricket Appointed Director Supporting Information**

Cornwall 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 Cornwall Cricket Board Directors must understand the potential of junior cricket, senior cricket, safeguarding, different geographical areas of Cornwall and the opportunity to broaden the appeal of cricket to new markets.

**The Cornwall 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 Cornwall 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 Cornwall 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 professional workforce, 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.

**Position Responsibilities**

**Financial Management**

* To support Cornwall Cricket’s delivery of the financial strategy for cricket in Cornwall.
* Ensure legal compliance
* To produce and file Corporation Tax Return and computations for Cornwall Cricket.
* Analyse and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program and grants accounting.
* Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
* Oversee and lead annual budgeting and planning process in conjunction with the Chief Cricket Officer; administer and review all financial plans and budgets; monitor progress and changes.
* Manage organisational cash flow and forecasting.
* Update and implement all necessary business policies and accounting practices and controls; improve the finance department’s overall policy and procedures.
* Effectively communicate and present the critical financial matters to the board of directors.
* Support Member Organisations with their processes and financial systems
* Oversee maintenance of financial books and records to record all transactions and maintenance of banking facilities.
* Oversee other matters related to taxation - notably payroll
* Prepare Companies House filings including Annual Return as may be appropriate from time-to-time

(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, this is outsourced.

**Cornwall 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/Lead Officer and Professional Staff 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 Cornwall Cricket and seek compliance at every opportunity.
* Promote the strategic interests of Cornwall Cricket internally and externally.
* Avoid situations where the interests of Cornwall Cricket conflict with personal interests or duty to a third party.

**Cornwall Cricket Appointed Director Supporting Information**

**Time commitment / remuneration**

* **Board/Executive meetings** – attendance at a minimum of 3 Cornwall Cricket Board meetings annually, and 11 Executive Board meeting on a monthly basis.
* **AGM** – this is usually in March and the date is set in advance. Board Directors are expected to attend this event.
* **Cornwall Cricket official activities** – Board Directors are asked to attend official events such as presentations, competition finals and relevant meetings to their position. 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 40p 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/Lead Officer, are non-executive roles and therefore voluntary and unpaid.

**Cornwall Cricket high performance culture**

Cornwall 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 Cornwall 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 Cornwall 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 Cornwall 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 Cornwall cricket need to have a sound understanding of the potential of the junior game, the senior game, safeguarding, the game in different geographical areas of Cornwall, and the opportunity for the game to broaden its appeal to new markets.

If you need further information please contact: Joe Skinner Chief Cricket Officer Tel: 07785722251 Email: cco@cornwallcricket.co.uk