

**The Scottish Surfing Federation**

**Finance Director – Job Description**

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| Purpose:The purpose of this document is to outline the job description for the role of Finance Director within the Scottish Surfing Federation. |

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# Scottish Surfing Federation - Finance Director

## Role Description

* Review the company’s financial plans and management reports and provide informed advice to the Board on financial matters;
* Provide advice and counsel to the SSF management responsible for financial matters;
* Ensure financial probity;
* Report to the SSF Board annually on the effectiveness of organisational financial procedures taking account of the views of individual directors;
* Work with staff and other Directors to submit finance strategies, policies and budgets for approval by the Board.

## Person Specification

* + 1. **Work and Other Volunteer Related Experience**

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| **Essential** | **Desirable** |
| Experience operating at board levelAn understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director | 5 years experience in a senior finance role |
| Work or volunteer experience in a finance role | Strong creative, strategic, analytical and organisational skills |
|  | Experience working with volunteers |
|  | Awareness of surfing in Scotland |
|  | Knowledge of managing different funding streams |
|  | Sports consumer market knowledge |
|  | Sport Body past working relation  |

* + 1. **Knowledge, Training & Qualifications**

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| **Essential** | **Desirable** |
| Organisational financial planning, preparing budgets and management, | Finance related degree or other professional financial qualification |
| Financial reporting to a variety of stakeholders  | *Competence with accountancy software – if they can do the essential then they can do this!* |
| Financial process and procedures | Awareness of the surfing landscape in Scotland |
| Ability to build partnerships with other bodies and to act as an enabler and advocate |  |
| Capable of providing timely and balanced accountancy and finance advice |  |
| Ability to link business requirements to solutions and appropriate policies and procedures for the organisation | Charity governance expertise |
| Ability to communicate and operate at all levels | Experience in accessing commercial sponsorship within the sport and third sector |
|  | An understanding of Safeguarding and Child Protection |

* + 1. **Skills / Attributes**

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| **Essential** | **Desirable** |
| Innovative problem solver and strategic and lateral thinker | Ability to attend key meetings with sponsors and other corporate bodies, together with other Directors and senior staff.  |
| Pragmatic with clear and focused judgement |  |
| A high level of business integrity |  |
| Team player and highly motivated |  |
| Flexibility to adapt to changes within the organisation |  |
| Flexibility to commit the time necessary to develop the role and progress the organisation |  |