

Non-Executive Board Description: Director of Finance (Appointed)

Organisation:	British American Football Association (BAFA)
Purpose of position:	To be an Appointed Director of Finance of British American Football Association (appointed)
Responsible to:	The Board
Responsible for:	The effective governance and financial management of British American Football
Length of term:	Appointed every 4 years (a Director may serve on the Board for a maximum of two terms of four years)
Position type:	Voluntary
Reward/ benefit:	Reasonable travel expenses paid to attend Board meetings Free entry to Brit Bowl
Commitment:	Board meets at least 4 times a year. Must attend all Board meetings, plus up to 2 hours a week voluntary time.

Key tasks and duties:

- Be a custodian of budgets. Ensure all strategic plans are financially appraised and budgets are aligned to both short and long-term objectives each year.
- Ensure that the organisation pursues its objectives as defined in its strategy document (2018-2021), company law and other relevant legislation/regulations.
- Create a strong and fulfilling working relationship with other Board members and voluntary commissions through review and self-reflective evaluation of contributions and effectiveness of the Board.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios, while evaluating strategic plans, as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and organisations image by adding specific measures as per guidelines.
- Ensure a high standard of management accounting is maintained to safeguard assets.
- Board level liaison with external auditors on specific issues in the auditing process and related Board representations.
- Guide and advise fellow Board members to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language, which is fully understood by the Board.
- Develop reserves policy and safeguard the organisation's finances.
- Carry out all duties in the best interests of the BAFA, and in a manner consistent with their legal duties.

Key skills:

- Trained accountant or worked previously in a financial capacity at a strategic level.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of a Directorship.

Key Competencies

- High level of integrity/probity.
- Ability to think and act strategically.
- Excellent leadership skills.
- Be able communicate concisely, effectively and with transparency.
- Act as a positive role model for the sport.
- Take responsibility and be accountable for collective actions.
- Act in the best interests of the Board, not for an external representative group/body.
- Be able to work in partnership to develop solutions to challenges.
- Demonstrable commitment to ethics within sport.
- Demonstrable commitment to equal opportunities and equity.
- Have a sound awareness of fiduciary responsibility.
- Enthusiasm for sport /American Football.

Eligibility

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being a Director within BAFA is eligible to be nominated and/or to apply for the position of Director provided they: -

- Can meet the requirements of a Directorship under the Companies Act 1985.
- Are not excluded for any reason from holding a Directorship.
- Do not possess a criminal record inappropriate for the position within the sport.
- Have not previously been removed from the position of Director within BAFA or been dismissed from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability and because of the level of responsibility and high-profile nature of the position of Finance Director, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of BAFA Finance Director. All nominations and applications will be carefully assessed.