

## BOWLS SCOTLAND BOARD DIRECTOR – ROLE DESCRIPTION

<b>Role Title:</b>	Director of Finance
<b>Role Status:</b>	Voluntary
<b>Reports To:</b>	Bowls Scotland Chair
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Bowls Scotland Board and Staff</li> <li>▪ External Agencies</li> <li>▪ sportscotland</li> <li>▪ Clubs</li> <li>▪ Volunteers</li> </ul>
<b>Purpose:</b>	To support the organisation in the fulfilment of its Vision of 'Bowls – at the heart of your community, active, modern and accessible to all'. Report to the Bowls Scotland Board on financial matters as appropriate
<b>Time Commitment:</b>	Up to 8 Board meetings per year and AGM, as well as involvement in occasional Strategy sessions, Board Sub Committees and/or Working Groups as appropriate.

### Key Responsibilities:

- Provide strategic direction for objectives and plans devised by Bowls Scotland.
- In partnership with the CEO, review and present the annual income and expenditure budgets and accounts to the board for approval.
- In partnership with the CEO, review and present the quarterly financial monitoring reports and other adhoc financial reports as required.
- Collaborate with Auditors in ensuring company finances are properly presented at the AGM.
- Oversee Board members expenses in accordance with the Finance Manual procedures.
- Chair internal Finance Group meetings
- Overview and sign off:
  - All bank account and credit card statements.
  - Debtors and Creditors balance summaries; and
  - Trial balance.
- Review annually the following:
  - Financial component of the Disaster Recovery Plan
  - The role and remit of the Finance Group
  - The Bowls Scotland Reserves policy
  - Finance Manual and any other financial procedures
  - Review any other policies with financial implications as required
- Ensure proper Company Liability Insurance is in place along with all other necessary insurance.
- Assist in the resolution of any invoice disputes as required.
- Periodically approve and electronically sign off bank payments in accordance with the agreed bank mandate approvals limits.
- Ensure the Company implements and operates within financial processes agreed by the Board.
- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft reports and contribute to Board meetings as appropriate.
- Maintain knowledge and adhere to the published Bowls Scotland policies

The above role description will be subject to review to reflect the needs of the Bowls Scotland.

## BOWLS SCOTLAND DIRECTOR OF FINANCE – PERSON SPECIFICATION

### WORK AND OTHER RELATED EXPERIENCE

Essential	Desirable
Minimum 5 years' experience in a senior level in the finance sector	Strong creative, strategic, analytical, and organisational skills
	Experience of working with volunteers
	Experience operating at Board level
	Awareness of Lawn Bowling in Scotland

### KNOWLEDGE, TRAINING & QUALIFICATIONS

Essential	Desirable
Finance related degree or other Professional Financial Qualification	
	Competence with SAGE and/or other accountancy software e.g. Xero and Microsoft Office suite of products.
Ability to build partnerships with other bodies and to act as an enabler and advocate	Specific knowledge of the lawn bowling landscape and infrastructure in Scotland
Capable of providing timely and balanced advice	
Ability to link business requirements to solutions and appropriate policies and procedures for the organisation	
Ability to communicate and operate at all levels	

### SKILLS / ATTRIBUTES

Essential	Desirable
Innovative problem solver and strategic and lateral thinker	
Pragmatic with a clear and focused judgement	
A high level of business integrity	
Trustworthy	
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	