



BOWLS SCOTLAND BOARD DIRECTOR OF FINANCE – ROLE DESCRIPTION

Role Title:	Director of Finance
Role Status:	Voluntary
Reports To:	Bowls Scotland Chair
Key Relationships:	<ul style="list-style-type: none">▪ Bowls Scotland Board and Staff▪ External Agencies▪ sportscotland▪ Clubs▪ Volunteers
Purpose:	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
Time Commitment:	Up to 8 Board meetings per year and AGM, as well as involvement in occasional Strategy sessions and Board Sub Committees

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 financial reports as required.
- Following annual review by finance group, work in partnership with the CEO to agree and approve policies with financial implications ahead of board submission
- 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
- 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

EXPERIENCE, KNOWLEDGE & SKILLS

Essential	Desirable
Minimum 5 years' experience in the finance sector	Strong creative, strategic, analytical, and organisational skills
A high level of business integrity	Experience of working with volunteers
Trustworthy	Experience operating at Board level
Team player and highly motivated	Fully qualified professional accounting qualification
Flexibility to commit the time necessary to develop the role and progress the organisation	