

ROLE DESCRIPTION

ROLE TITLE:	County Finance Lead
ROLE SUMMARY:	To be a member of the County Management Board, as the lead for Finance, supporting and delivering the strategic vision for this area in the region.
ESTIMATED HOURS:	Up to 2 hours per week plus County and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the County Management Board and in carrying out duties be at all times responsible to the County Management Board; ▪ Work together with the Management Board to deliver the 4-year plan and England Netball vision; ▪ Chair the Finance and Business Technical Support Group (TSG) and ensure the group: <ul style="list-style-type: none"> ▪ Manage the finances of the county, maintaining forward forecasts and management accounts ▪ Oversee County grants schemes ▪ Seek and manage County sponsorships ▪ Source external funding to support County objectives ▪ Advise and guide league Treasurers ▪ Undertake independent verification of the County Accounts each year and present these at the County AGM ▪ Ensure the Region meets the minimum operating stands for Finance ▪ Recruit volunteers on to the Finance and Business Technical Support Group as and when necessary ▪ Be an advocate for Netball and the County plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent IT skills 	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Good political and influencing skills
ABILITIES	<ul style="list-style-type: none"> • Ability to manage a small group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks 	<ul style="list-style-type: none"> • Ability to deal with conflict
EXPERIENCE	<ul style="list-style-type: none"> • Experience in managing an account and providing financial reports 	<ul style="list-style-type: none"> • A background in business management would be advantageous

	<ul style="list-style-type: none"> • Work with RMB volunteers to produce annual budgets • Produce annual account to the membership • Experience of preparing annual accounts for audit or independent review • Experience of guiding others in financial and accounting matters • Practical experience of the use of Microsoft Office (word and excel essential) 	<ul style="list-style-type: none"> • Proven organisational and management ability
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the area of netball specific to the TSG 	
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport 	

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