



## **ROLE DESCRIPTION BADMINTON WALES FINANCE DIRECTOR**

This document details a general role description and person specification for a Badminton Wales Board Director followed by the specifics of the Finance Director role.

### **GENERAL ROLE CRITERIA FOR BADMINTON WALES BOARD DIRECTOR**

#### **Background**

The roles and responsibilities of the Badminton Wales Board are shared and all members are equal from a legal perspective. The office bearers usually have additional specific duties and portfolios that they undertake on behalf of the Board that have been delegated by the Board. In addition, the Chair and Finance Director may have duties imposed by the Articles as well as the Board's own policies.

The general duties typically include: -

- Defining the organisation's aims, direction and priorities.
- Ensuring that Badminton Wales aims, direction and priorities are clearly articulated and that there is wide understanding and support for them.
- Agreeing the strategy, plans, policies and the funding required to achieve the aims.
- Gaining the organisation's members and stakeholders views in determining direction and goals and maintaining communication with them.
- Specifying key outcomes, referred to as Key Performance Indicators (KPIs) and approving the availability of resources to achieve them.
- Monitoring the progress of Badminton Wales in implementing the strategy, plans and processes against financial plans and budgets.
- Ensure that Badminton Wales complies with all legal and regulatory requirements and statements of best practice and conducts its business in a transparent manner at all times.
- Guarding and serving the interests of Badminton Wales Members and other stakeholders, including responsibilities to funding partners, staff, sponsors and the community at large.
- Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- Ensuring that the Board complies with statutory and contractual requirements and with the Board's own policies.
- Establishing a framework for assessment and management risk.
- Safeguarding the assets of Badminton Wales and agreeing a Reserves management process.
- Setting standards and evaluating the Board's own performance so that the Board can improve as a collective and as individual directors within it.
- Ensuring that there is appropriate succession planning.
- Focusing on the future not the past.

- Individual Directors will be required to take on a lead responsibility for a specific portfolio or project. An agreed level of delegation will be approved by the Board for any additional duties.

### **General Person Specification for Badminton Wales Director role**

The following skills set are required to fulfil the role;

- Decision-making skills that allow informed decisions on a variety of matters.
- Strong interpersonal skills.
- Strategic perception and leadership skills.
- The ability to establish strategies and guide their implementation.
- The ability to discuss and debate with others and to constructively challenge ideas and decisions where necessary.
- Ability to form good working relationships within and outside the Board.
- Availability to attend meetings. Board Members must be prepared to attend Board meetings, usually a set number per annum (dates agreed in advance) and to be available for training as agreed by the Board itself.

### **SPECIFIC ROLE DESCRIPTION FOR THE BADMINTON WALES FINANCE DIRECTOR**

The Finance Director is responsible for overseeing and monitoring the financial resources required to support the strategy of Badminton Wales. The role of the Director is to:

- Advise the Board on financial matters, both positive and negative.
- Advise the Board on investment matters.
- Oversee the production of financial plans, annual accounts and management accounts.
- Be a counter signatory to any major banking transaction.
- Undertake the role of internal auditor.
- Prepare and present the Financial Director's Report for the Annual General Meeting and for Board meetings.
- Guide the Board of Directors and AGM in the appointment of auditors.
- Guide the Board of Directors in the budget planning and approval process.
- Liaise with external stakeholders, including Sport Wales, other funding partners and sponsors on all financial matters relating to Badminton Wales.
- Chair the Audit, Finance and Risk sub-committee of the Board
- Attend meetings of other Sub Committees, where appropriate or necessary.
- Support the CEO in overseeing the work of the Financial Controller in respect of the above work areas



In order to carry out this role, the Finance Director will need the following skills, knowledge and qualities (in addition to those required of all Directors).

- A background and in-depth knowledge and experience of accounting, finance and financial services.
- Ideally, a professional accounting qualification
- Experience of guiding and supporting others in financial matters.
- Understanding of implementing financial controls within an organisation
- Experience of chairing meetings of staff and/or volunteers
- The ability to discuss and debate financial risks to the organisation with the Badminton Wales Board and others e.g. Badminton Wales auditors and Sport Wales, and also to constructively challenge decisions that might increase the financial risk levels of the organisation.