

**FINANCE DIRECTOR
CANDIDATE BRIEF**

ABOUT US

Badminton Wales is the National Governing Body for Wales, formed in 1928 and has a rich heritage being one of only eight founding members of World Badminton - we celebrate our centenary in 2028. However, despite being proud of our history we are not an organisation that dwells on the past.

Badminton Wales Community consists of the Board of Directors , Sub-Committees, Operational Team and network of competitive clubs, social clubs, coaches, volunteers, members throughout the country, responsible for all aspects of the sport, from grass roots participation to performance.

Within the last number of years the Badminton Wales Board has undertaken a major modernisation process and is now one of the most progressive and dynamic within Welsh sport. By joining us, you offer your expertise and in return gain valuable experience of working within a modern National Governing Body of sport

WHO ARE WE LOOKING FOR?

We are looking for a committed individual to become Legal Director for a term of up to three years.

We are keen to hear from individuals wanting to join the Board for the first time and also incumbent Directors seeking a new term of office. Short-listed applicants will be interviewed by an independent Nominations Panel which will make recommendations to the Badminton Wales Board (for Independents) or AGM/EGM (for Badminton Directors).

We welcome interest from any person who is eligible to undertake the role of a Company Director and would particularly encourage applications from women, people with disabilities, Ethnic Minority candidates and Welsh Language speakers, as these groups are currently under-represented on our Board.

Collectively we need the right balance of skills, knowledge, experience, independence and diversity to meet the needs of badminton and the communities we serve. As a group, Board Directors need to demonstrate experience of change management, strategic planning, relationship management, executive performance review, finance, risk assessment and diversity/inclusion.



GENERAL ROLE CRITERIA - 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

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

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

THE CANDIDATE

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.

HOW TO APPLY

(Remuneration – Voluntary Company Director)

Directors can come from within the Badminton Wales Membership ('Badminton Directors') or from outside the Badminton Wales Membership ('Independents')

For further information about any of the roles please contact Peter Hybart, Badminton Wales Chair - peter.hybart@badminton.wales.

Please click for the [application form](#)

Please click for the [equal opportunities monitoring form](#)

The closing date for applications is Monday 8th June. Interviews will be held either in-person or on-line on Thursday 2nd July 2025



SPORT WALES NATIONAL CENTRE

SOPHIA GARDENS

CARDIFF

CF11 9SW