



Role Description: Independent Non-Executive Finance Director

Post title: Independent Non-Executive Board Finance Director
Responsible to: English Ice Hockey Association membership

PURPOSE

- Provide strategic leadership for the English Ice Hockey Association
- Promote the delivery and development of ice hockey within England
- Provide oversight of the operational running of the sport
- Providing appropriate leadership, direction and support to the individuals in operational roles who are responsible for the day to day running of the sport.

WORKING RELATIONSHIPS

Internal:

- Chairman
- Elected and Appointed Directors
- Company Secretary
- Operational Roles within the EIHA

External:

- Voting Members
- Non-Voting Members of the EIHA, where relevant
- Other ice hockey organisations and associations including, but not exclusively listed here, the Scottish Ice Hockey Association and Ice Hockey UK
- Key external agencies including but not limited to Sport England, UK Anti-Doping, and other National Governing Bodies.
- Suppliers and consultants where relevant.

MAIN DUTIES AND KEY RESPONSIBILITIES

- To provide strategic leadership for the organisation.
- To follow and support the articles of association.
- Promote the success of the English Ice Hockey Association and the sport as a whole in England.
- Provide independent advice and judgement.
- Use appropriate care, skills and diligence in supporting the aims of the organisation.
- To communicate proactively at all levels of seniority, mediating/agreeing resolutions to complaints and feedback.
- To be accountable to members on the conduct of the board and the wider association.
- To manage conflicts of interest with the board and the wider association.
- Keep appropriate records for association activities.
- To provide specific skills and knowledge to the board leveraging experiences and competencies developed in wider professional and personal life.
- To be an ambassador for the sport and an advocate for the development of getting more people involved and active through ice hockey.



- Actively champion an inclusive culture, celebrating diversity and supporting the organisation's goals in achieving greater representation and participation from all areas of society.
- Any other duties consistent with the level and nature of the post as may be required.
- The post holder is expected to keep up to date with developments in their area, to undertake development activities and contribute ideas towards improvement of operations of the EIHA.
- Oversight and direction of individuals fulfilling operational roles for the EIHA (whether as volunteers, employees or consultants).

TERMS OF APPOINTMENT

Salary:

- Out of pocket expenses will be covered, in line with the EIHA Expenses Policy

Attendance:

- Attendance at all Board and relevant sub-committee meetings.
- Attendance at working groups as and when necessary.
- Attendance at Annual General Meeting and General Meetings.

Note: Attendance at associated meetings/activities/games/tournaments is encouraged.

Location: Home-based, with travel expected for Company meetings

TERM LENGTH

The EIHA Board are subject to one-third of its members retiring by rotation every year. Retiring Directors are eligible for re-election and the EIHA is making a commitment that no individual will serve longer than 9 years total (i.e., 3 terms of 3 years by rotating elections if the Board is at maximum capacity of 9).



ROLE SPECIFIC JOB REQUIREMENTS

- Able to ensure regulatory compliance with the appropriate financial and accounting standards both internal and external.
- Able to identify and encourage changes to enhance the financial, risk and governance practices, and assist in setting new policies or revising existing ones as necessary.
- Provide guidance and challenge to the Board and Executive team on all financial, risk and governance matters.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Review and challenge management accounts.
- Ensure adequate processes are in place to prepare the annual report.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.

SPECIFICALLY

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, e.g.:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

QUALITIES

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

TO APPLY



Send a CV (including contact details) and covering letter, detailing the relevant skills, knowledge and experience you have in relation to subject matters to:

recruitment@eiha.co.uk

Closing date for applications: 10 July 2023

VALUING DIVERSITY

We, at the English Ice Hockey Association (EIHA), are committed to providing an environment which seeks to encourage an open and diverse community. This is reflected in our values and behaviours where we respect the rights and dignity of all people whatever their background. We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

By consistently living our values we seek to eliminate those things that undermine or are harmful to anyone involved in the activities of the EIHA. We therefore believe that unlawful discrimination, intimidation, or harassment of anyone connected with the EIHA, specifically related to their race, religion or belief, age, gender reassignment, sex, sexual orientation, disability, marital or partnership status or maternity and pregnancy cannot be tolerated. In addition, we strive to advance equality of opportunity and foster good relations between all people within the EIHA. As an organisation we will provide an environment where people can address and debate differences and constantly reflect on practices.

The EIHA aspire to be recognised by our communities and nationally, as an organisation that leads the way in publicly promoting the value of diverse cultures and our belief that these different experiences make our organisation a better place to play the sport, we all love.



Personal Specification

		E/D	A/I
1.	Specific Knowledge		
	Detailed knowledge of strategic development and leadership.	E	A/I
	In depth knowledge of strategies / legislation / policy at a local / national level.	E	A/I
	Knowledge of Ice Hockey in the UK and internationally.	D	A/I
	Knowledge within a sport context in a national governing body.	D	A/I
2.	Skills and Abilities		
	Ability to operate at Board level in a national organisation and to help grow the public profile of Ice Hockey and promote the sport.	E	A
	Excellent communication skills, both written and verbal.	E	I
	Excellent interpersonal skills including tact and diplomacy and the ability to deal effectively with people at all levels.	E	A/I
	Ability to think creatively and strategically; the skills to challenge current thinking at Board level	E	A
	A clear commitment to improving diversity and equality and understanding the needs of under-represented groups.	E	A/I
	Well organised, able to work under pressure and to meet tight deadlines and manage competing priorities.	E	A/I
	Ability to deal with personal and confidential information in an appropriate manner.	E	I
	Inclusive leadership style and willingness to act as a champion for our goals, ambitions and values around equality and diversity.	E	A
3.	Experience		
	Track record of leading success in the private, public or voluntary sector	E	A
	A good understanding of the sporting landscape and a keen willingness to learn	E	A
	Specialist knowledge regarding Active Partnerships and Disability Sport	D	A
	Strategic financial management and oversight experience	E	A
	Grant funding and management of public funding experience	E	A
	IT systems experience	D	A
	Qualification or experience in Audit/Accounting/Assurance/Governance	E	A
	Communications and marketing qualification and/or experience	D	A
4.	Education/Training		
	Commitment to continuing professional development in sport.	D	A
	Accounting or Chief Finance Officer background or qualification	D	
5.	Other Requirements		
	Full UK driving license or equivalent and access to vehicle as required.	D	A
	Flexibility, including willingness to work variable hours to meet deadlines.	E	A
	Meets the definition of 'independent' from the EIHA	E	A



	E	= Essential	A	= Application Form
	D	= Desirable	I	= Interview