

# FINANCE DIRECTOR (EXECUTIVE, VOLUNTARY)

## Introduction

The **England Touch Association** (ETA) is the governing body for the sport of Touch (also referred to as Touch Rugby) in England and is part of the wider rugby family that includes both the RFL and RFU. We are recognised by and affiliated to the global governing body, the **Federation of International Touch (FIT)**.

The ETA has evolved from a committee of volunteers, into a not-for-profit company limited by guarantee with an accountable Board of Directors, a Senior Executive, developing paid workforce and an extremely loyal base of volunteers.

Following a substantial reimagining of the sport, the ETAs strategic importance as the governing body of the sport in England has evolved significantly. The ETA is seeking a highly skilled and experienced Finance Director to support the executive in implementing the sports 2020s Vision. An accomplished senior finance manager or director with the ability to work together with an experienced and focused board of directors is required.

This role is an appointed position which will be completed prior to, or at the forthcoming AGM on Sunday 6th March 2022.

## Role purpose

The Finance Director is a critical voluntary role who has responsibility to oversee the management of the finances of the ETA. As we grow the ETA and the sport of Touch, it is vital that our finances are planned and controlled accordingly and that the necessary protocols and practices are in place to ensure good governance in this area. You will therefore play a central role in supporting the ETA to achieve its goals and work closely with our external advisors.

This is currently an Executive role overseeing the wider finance team and areas of the organisation.

This role will lead the ETA's financial controls, risk management and reporting and will oversee a team of other volunteers in order to be able to deliver the following:

- Support the ETA in achieving its strategic vision through good financial controls and management across the organisation and sport of Touch Rugby.
- Oversee development and implementation of ETA financial policies that meet good governance standards set by Sport England and others.
- With external advisors, monitor the ETA's financial compliance with relevant laws and regulations.
- Maintain effective relationships and accountability among various internal and external stakeholders.

As part of a recent review, the ETA is updating its financial policies and processes and there will be an ongoing need to ensure these policies are kept up to date, and embedded effectively across the organisation. Over the last few years we have made changes to the way the ETA reports on and manages its finances and it is important that this process continues to improve as we move into 2022 and beyond.

## Key responsibilities

- Contribute to the Board in understanding and executing their role;
- Attending and contributing to board meetings throughout the year;
- Working with the appointed CEO and other Board members to advise on the delivery of the ETAs vision, mission, strategic objectives and strategic priorities;
- Providing financial advice, consultation and judgement on issues impacting the association;
- Lead our financial risk management process and register.
- Working with our external advisors on taxation and company secretarial compliance.
- Ensure production of monthly / quarterly and annual year end (30 September) management accounts
- Assist with annual budget setting and review in coordination with the CEO and leadership team;
- Putting into practice appropriate financial controls and processes across the organisation.

## Person specification

The ideal candidate will have:

- At least two years Board or Senior Management experience
- Relevant experience working in a finance team or sector, and/or financial qualification
- The character to act as an ambassador and champion for the sport of Touch
- Strong communication and interpersonal skills
- A proven track record of execution of strategy at a senior level
- Knowledge of constitutional, legal and other compliance requirements
- Familiarity with relevant accounting software

Experience of Touch Rugby is not essential.

## Benefits

- #OneEngland workforce induction and welcome
- Inclusion in the #OneEngland workforce Rewards and Recognition Scheme
- Membership of the ETA, including access to discounts, savings and offers of the AON Plus Scheme
- Reimbursement of reasonable expenses in performing the role

**Hours required:** Flexible, but expect 2-3 hours per week, including attendance at meetings (see below).

## Key dates/events:

- Monthly accounts reconciliation, preparation and reporting
- Annual year end (October) accounts production, budget setting and annual report.
- Every two months: ETA Board meetings
- Spring: ETA Annual General Meeting (AGM) - currently virtual
- Summer: Core season for ETA events - both international and domestic
- Autumn: ETA Strategy / Vision planning and review

**Reports to:** The CEO and Board

**Location:** Work from home and various locations as required.

**Further information:** This is an appointed position with a two-year term. Board members can serve a maximum of four years.

## Becoming a part of the *#OneEngland* workforce

Our volunteers are our lifeblood, and we aim to provide the necessary training, support and development for you to be able to succeed in your role; as well as the right recognition of your efforts and achievements for you to feel valued.

You will receive an induction by the relevant team, an ETA email address and access to a Google Drive to store files and folders. You will become one of the team, accessing the newly launched Rewards and Recognition Scheme.

You will be listened to, consulted with and engaged in discussion. You will have a voice.

## ETA Vision, Mission and Values

**Vision:** By 2030 everyone in England is aware of and has the opportunity to enjoy the game of Touch.

**Mission:** To become the largest and most successful Touch organisation in the World, with one million people in England enjoying our game.

Our core strategy is to build the participatory player base across an inclusive and wide range of demographics and geographies throughout England. From there, we will provide a pathway to enable them (if they so choose), to move from grass roots Touch, through to playing opportunities locally, regionally and nationally.

### Our Values

#### **INCLUSIVE**

**Our sport** is a sport for **ALL** and we will actively promote and make available opportunities for sustained participation in Touch to the greatest number and range of people.

#### **TRANSPARENT**

Transparency is central to our fabric and underpins **our sport**. We will be open, ethical and set the highest standards in everything we do on and off the field, through honesty, integrity and fair play.

#### **UNITED**

Success in **our sport** is only achieved by working together. We will inspire unity and collaboration in all we do. We are one team, with common goals and shared values.

#### **AMBITIOUS**

We have a strong desire and determination to succeed in **our sport**. We will not limit our goals or imagination by present circumstance, we will envision ambitions beyond boundaries as we improve ourselves and the game.

#### **RESPECT**

Characterises the basis of **our sport**. We will promote respect for players, coaches, referees, volunteers and all others involved in our game at every level. Everyone has something to contribute.