

Job Description & Person Specification for:

Finance Director, Executive Board, basketballscotland



Job Description

1 To maintain an overview of the organisation's financial performance, systems and processes on behalf of the Board of Directors of basketballscotland ('the Board').

Accountability

2 The post will be responsible to the membership, via the Board and directly through the Chairperson of basketballscotland.

Specific Duties

- 3 Working with the Chief Executive Officer and Head of Operations to monitor financial performance and system compliance.
- 4 Support the professional staff with financial planning and projections.
- 5 Attending Board meetings and AGM/EGMs.
- 6 Presenting quarterly management accounts to the Board (to be prepared by professional staff).
- 7 Presenting annual accounts to the Board and the membership (to be prepared by professional staff).
- 8 To maintain an ongoing understanding and overview of the annual budget and long term financial plan of basketballscotland.
- 9 To chair the Finance Sub-Committee of the Board.
- 10 To provide advice, when required, to the Board on specific finance related issues.
- 11 To provide operational support and guidance, when requested, to the professional staff responsible for finance.

General Board Duties

- 12 Contribute to the strategic direction of basketballscotland.
- 13 Contribute as appropriate to all other Board level discussions.
- 14 Any other related duties as deemed necessary from time to time.

Time Commitment

- 15 Half a day per quarter reviewing and preparing board reports with professional staff.
- 16 Attendance at 10-12 formal basketballscotland meetings per annum (including Finance Sub-Committee, Board Meetings and AGM), generally lasting 1-3 hours.
- 17 Other minimal ad hoc support and staff meetings.

Remuneration

- 18 The post is a volunteer role, expenses will be covered.

Board Culture and Values

- 19 We are seeking individuals who will fit with the culture and values of our Board. These are outlined in Appendix 1.

Person Specification

- 20 The Person Specification for this position is detailed below:

Essential

- Qualified accountant.
- Ability to maintain a strategic overview of finances without direct involvement in the operational management of the finances.
- Ability to present complex financial information in a concise, understandable manner.

- Ability to analyse and recommend improvements to financial systems.
- Positive, solution focussed outlook.
- Able to build relationships and work well as part of a team.
- Willing to challenge and be challenged.

Desirable

- Registered auditor.
- Experience of working in not-for-profit sector.
- Experience with Xero software.

Appendix 1:

basketballscotland Board - Our culture

Principles and behaviours to ensure healthy working relationships

The following is an outline of the key principles and behaviours to ensure healthy working relationships between individual Board members, and between the Board and the operational staff of basketballscotland.

The Board culture is aligned to the behaviours that we value:

- Taking Responsibility
- Working as a team
- Being Brave
- Always improving

The culture within our Board

Principle:

All Board members will work together for the good of basketballscotland and the continued development of our sport.

Behaviours:

1. Our culture is primarily open and supportive.
2. Our culture is one where issues and concerns are aired at the earliest opportunity and discussed by the Board in an open and supportive environment.
3. We encourage Board members to ask questions. We believe there is no such thing as a silly question. We believe that the more Board members understand, the better they will be able to provide positive input.
4. We embrace the diversity of our sport and our Board, and recognise that everyone's voice and perspective is important.
5. We exercise collective decision-making and collective responsibility for decisions.
6. We encourage taking responsibility, but do not exercise a blame culture as our default position, but as a last resort. We accept that we are all humans and that at times we will make mistakes. Our priority is to learn from mistakes and move on.
7. We are always focused on solutions.
8. At all times we respect those Board matters that are deemed to be confidential.
9. We understand that displays of emotion are natural, and we accept that they can be helpful to find ways to make progress.
10. We encourage and welcome a 'Challenge Culture' whereby it is seen as a positive to 'push back' on things that we may not necessarily collectively agree with. This approach requires board members to not take things personally but be clear that such actions are taken for the greater good of the sport in Scotland.

The culture between the Board and basketballscotland operational staff

Principle:

Success in our sport will be founded on a collegiate approach to strategies and resolving issues through supportive, respectful relationships between Board members and the operational staff of basketballscotland.

Behaviours:

1. Where possible, we will seek to win the hearts and minds of operational staff for our strategic direction and for how we respond to issues. We believe that winning hearts and minds will ensure greater diligence and commitment from staff.
2. Where appropriate, we will seek the perspectives of operational staff in setting our strategic direction and responding to issues. We believe that operational staff can have different and helpful perspectives that can enable robust decision-making.
3. We encourage taking responsibility, but do not exercise a blame culture as our default position, but as a last resort. We accept that we are all humans and that at times we will make mistakes. Our priority is to learn from mistakes and move on.
4. We endeavour to show positive support for our staff at all times.
5. We encourage and welcome a 'Challenge Culture' whereby it is seen as a positive for staff to 'push back' on things that they may not necessarily agree with. Conversely, the board on occasions may choose to 'push back' to staff but this is more likely to be with the CEO and senior staff members. All parties are encouraged to see this approach as a positive initiative that is all for the greater good of the sport in Scotland.

Last reviewed in May 2021