

## ROLE DESCRIPTION

### 1. TITLE

**Finance Director**

### 2. OVERALL PURPOSE OF THE ROLE

The Finance Director is a Board appointed role, working in a non-executive capacity to provide leadership and strategic direction on all financial and business matters relating to the organisation and sport. This individual attends all Board meetings to advise the BD Board on financial matters and participates in collective decision making. The Finance Director also Chairs the BD Finance & Business Development Committee, working closely with the Chair and Chief Executive to ensure effective governance of the organisation.

The Finance & Business Development Committee is a sub-committee of the Board of British Dressage, set up to monitor and supervise the current and future financial situation and associated risks to the organisation, devising and reviewing company policy, as well as to supervise all affairs relating to the charitable status of British Dressage, HR, IT, business development and governance.

### 3. MAIN RESPONSIBILITIES

- To contribute to and constructively challenge the financial planning, forecasting, and strategic growth of the organisation.
- To monitor the financial performance of the organisation and ensure that all business objectives and commercial targets are met.
- To ensure that financial controls, processes, and systems of risk management are robust, including a comprehensive risk register, and to ensure the integrity and availability of financial information.
- To advise the Chief Executive and the Financial Controller on tax and other ad-hoc financial matters relating to British Dressage and British Dressage Trading Ltd.
- To provide overall leadership and direction in budgetary review and control processes.
- To identify and advise on possible improvements on accounting systems and procedures.
- To ensure that financial resources are invested in accordance with the stated investment policy, and to ensure said policy is reviewed on a regular basis.
- To ensure that the annual audit of British Dressage and British Dressage Trading Ltd is completed by the appointed auditors within the required deadlines.
- To ensure all appropriate financial regulations and taxation requirements are met.
- Act as a Director of British Dressage (the Company), in line with the Companies Act 2006 and in accordance with the Memorandum and Articles of Association.
- Chair the Finance and Business Development Committee and attend all BD Board meetings, to oversee the development of finance strategy, policy, planning and budgets.
- Monitor the performance of the Company and ensure that all targets and objectives are met.
- Assist the Chair, Deputy Chair and Chief Executive of British Dressage as required.

### 4. REQUIREMENTS FOR THE ROLE

**Essential knowledge / experience:**

- Be a fully qualified accountant, with significant experience in an accounting environment, including management accounting, budgetary control, financial and strategic planning, and reporting.
- The Finance Director must have a proven track record of delivering success, with demonstrable knowledge, experience, and skills in one or more of the following areas:
  - Accountancy and audit
  - Charitable legislation
  - Corporate governance

**Additional requirements:**

- Recent experience of being a Board Director and / or chairing committees.
- Experience as a Trustee or Committee Member in the commercial, voluntary, or public sector would be preferable.
- A full member of British Dressage (or willing to become a member on appointment).
- IT literate, with access to a computer.
- Eligible as a trustee of a registered charity.

**Personal skills / characteristics:**

- Established reputation as a leader and strategic thinker, with a proven ability to operate in a professional capacity at senior level.
- Upholds the highest standards of integrity and adheres to the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).
- Positive, enthusiastic, dynamic, and energetic self-starter.
- Team player who is willing to work collaboratively with all stakeholders and act as an effective ambassador for the sport.
- Experience of representing an organisation in a high profile or public facing role, including good presentation and public speaking skills.
- Strong communication, influencing and negotiation skills, with the ability to forge effective relationships with key stakeholder groups.
- A passion for sport is considered advantageous for this position, while an active interest in equestrianism would also be welcomed.

British Dressage actively promotes diversity and welcomes applications from all parts of the community.

## 5. ADDITIONAL DETAILS

**Time Commitment**

- There are six Board meetings per year (including 2 x two-day strategy sessions bi-annually).
- The Finance & Business Development Committee meets up to five times per year.
- Attendance at other ad-hoc meetings as required, including the Annual General Meeting in October, plus any additional membership meetings that take place at championship events.
- General guide to time commitment is two to three days per month.

**Term of Office**

- As an Extra Director co-opted onto the Board, the Finance Director can be appointed for a maximum of two terms of four years, in accordance with the British Dressage Memorandum & Articles.

**Remuneration**

The role is voluntary. Travel, accommodation and agreed out of pocket expenses will be paid in line with the British Dressage Expenses Policy.