

# Cornwall Golf



## ROLE DESCRIPTION

**Title:** Director of Finance

**County:** Cornwall

**Term of Appointment:** This is an appointed position initially for two years with the option for a further 3 years. The position is an Honorary position.

### Time Commitment:

- The County Board meets at least 4 times a year and the Director of Finance is expected to attend all meetings.
- The Director of Finance is expected to attend the AGM and present a report when appropriate.
- Lead on the Finance Sub Committee which will meet during the year as required.

Reasonable expenses incurred as part of the Directors activities will be reimbursed by Cornwall Golf Ltd.

## SKILLS AND KNOWLEDGE

### Essential:

- Experience of working in Finance
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of not-for-profit organisations
- Commitment to the County's objectives, aims and values and willingness to devote time to carry out responsibilities
- Strategic and forward-looking vision in relation to the County's objectives and aims
- Good knowledge of golf and the structure of national, county and club level activity
- Knowledge of work undertaken by the County
- Competent use of IT and access to transport
- Good communication and interpersonal skills
- Act with tact, diplomacy, impartiality, integrity and confidentiality

### Desirable

- Experience of working with a Board, Executive staff and volunteers
- Experience of leading a sub-committee of volunteers
- Experience of working in Finance for a Golf Union or Association

## **PURPOSE**

Work with the Board to allow for the financial delivery of all operating activity of Cornwall Golf Limited and the future objectives set by the Board, including:

- Provide financial budgets and projections
- Provide a financial overview of all activities within Cornwall.

To ensure that all systems and records are in place to meet the rules of HMRC and the Companies Act.

---

## **WORKING RELATIONSHIPS**

### **Internal:**

- County Chair
- County Golf Operations Manager
- County Board
- Finance sub-committee

### **External:**

- HMRC
- Companies House
- Independent accountants

## **KEY RESPONSIBILITIES**

- Comply with the Companies Act obligations as a Director.
- Provide leadership and direction as part of the Board.
- In conjunction with the Board, setting of annual operating budget.
- Maintenance and reconciliation of company's accounting records.
- Preparation of management accounts including advising the Board on performance against budget.
- Preparation of annual accounts for examination and approval by the company's independent accountants.
- Filing of accounts with Companies House and dealing with all other Company House statutory filing requirements.
- Filing of the corporation tax return with HMRC.
- Maintenance of company registers.
- Oversight of the affiliation fee collection process.
- Liaise with England Golf on financial matters as appropriate.
- Maintenance of company bank accounts and management of relationship with the company's bank.
- Provide oversight of employment contracts and compliance with employment law.