Snowsport Cymru Wales

Finance Director- Duties and Responsibilities

The appointed NED as Finance Director has duties and responsibilities extending far beyond being just a NED. He/she has to be proactive in all matters that do or may affect the financial health of the company and this requires involving oneself a regular basis and not waiting to be asked. Priority contacts are the Chair, Vice Chair and CEO but a relationship with all members of staff and key committee chairs is essential.

Key requirements:-

To oversee and monitor all financial aspects of SSW to ensure that our NGB fully complies with all legal and statutory obligations. This includes our commitments to Sport Wales and its Governance Code and grant awarded conditions.

To achieve this the FD must have a full understanding of the company's operations and keep up to date on all decisions and actions relating to the company's wellbeing.

This will require a relationship and joint understanding with the CEO and key staff on an ongoing basis so as to be able to assess and make judgements on all matters affecting the short term and longer term financial stability of the company.

Specifics: Activities-

Accounts, Board Meetings and Annually:-

Attending Board meetings and preparation of reports to the board,

- Check the account statements from account management provider with CEO and agree any required amendments.
- Check balance sheet, cash reserves, debtors and creditors and reserves policy.
- Oversee the Annual Accounts preparation and finalisation with CEO and accountants.
- Check and approve statutory Annual Accounts and when satisfied recommend them to the board for formal approval and signature.

Other Duties and Responsibilities:-
Contracts:-
Accounts and Payroll outsourcing. The contract should be reviewed regularly, gaining board approval.

Other Contracts re. insurances, sponsorship, IT, staff, HR etc. These will normally arise from the CEO with any such contracts need to be reviewed before signing.

Committees:-

Audit and Risk Committee. A meeting **t**o be held and chaired at least once a year to review and recommend for board approval the Annual Accounts. Regarding the company's Risk Assessment statement this needs to be reviewed and kept up to date at least on an annual basis with the board having this item on each of its agendas. A revision is currently in hand and a draft prepared by the current FD is with the CEO for consideration.

Remuneration Committee. Salary reviews taking place at the end of the financial year to be discussed and agreed with CEO prior to board approval.

SSW 12/10/26