# ROLE DESCRIPTION

DIRECTOR OF FINANCE & GOVERNANCE, SCOTLAND RUGBY LEAGUE

**RESPONSIBLE TO:**

Chair, Board and Members of SRL

**SKILLS REQUIRED:**

Knowledge of and enthusiasm for the sport of rugby league

General understanding of the structure of sport in Scotland

Knowledge and experience of finance and corporate governance in a commercial or public sector environment

Knowledge and experience of identifying and managing corporate risk in a commercial or public sector environment

Prepared to make a regular time commitment

**MAIN DUTIES:**

1. To contribute to the Board agenda and contribute enthusiastically to debate.

2. To ensure the organisations governance documentation is reviewed and updated and to advise the board on any relevant changes and their impact on plans and delivery. This will include an annual review and update as required on The Articles of Association.

3. To ensure compliance with the requirements of Companies House and that all submissions and returns are completed effectively and within timescales.

4. To ensure the board considers risk management in line with strategy and delivery and implements it’s policies to mitigate and manage risk.

5. To oversee the financial affairs of the organisation and ensure they are legal, constitutional and with accepted accounting practice and to keep the board informed of any changes in legislation that could impact on the organisation and its members.

6. To support the board in conducting audits of policy and compliance to standards as set down by rugby league and sporting governing bodies including liaison with internal and external auditors.

7. To provide support, education and training to the board and staff to build risk awareness within the organisation.

8. To be responsible for the financial management of the organisation and provide regular updates and reports on the organisation’s financial performance versus budget.

9. To prepare the annual accounts and annual returns.

10. To attend the AGM, meetings of the board and ex officio meetings of sub-committees as appropriate.

11. To represent SRL at national and club events as required and to contribute positively to the organisation.

**PERSON SPECIFICATION:**

Experience as a Director, Trustee or Committee Member in either commercial, voluntary or public sector context.

Recent experience of governance, compliance and risk management and reporting to stakeholders.

Significant experience of operating at a senior level in a strategic capacity

Sound working knowledge of sport and the public and private sectors

Ability to build and maintain strong, transparent relationships with key stakeholders

Ability to support, challenge and manage a relationship with other board members

**TIME COMMITMENT.**

A minimum of two days per month – recognising that some periods will be more time consuming particularly in relation to the production of annual accounts

There are usually 6 board meetings per year

[[1]](#footnote-1)

1. Scotland Rugby League July 2022 [↑](#footnote-ref-1)