

HEAD OF FINANCE (VOLUNTARY)

Introduction

The **England Touch Association (ETA)** is the governing body for the sport of Touch (also referred to as Touch Rugby) in England and is independent of both the RFL and RFU. We are recognised by and affiliated to the global governing body, the **Federation of International Touch (FIT)**.

The ETA has evolved from a committee of volunteers, into a not-for-profit company limited by guarantee with an accountable Board of Directors, a Senior Executive, developing paid workforce and an extremely loyal base of volunteers.

As the sport of Touch and our membership grow, we are aware that in order for us to be able to successfully and safely perform the duties of a national governing body, the ETA needs to develop with it. A critical part of this is the **good governance** of our organisation and the sport across England.

Role purpose

The Head of Finance is a critical voluntary role who has responsibility to oversee the management of the finances of the ETA - both in terms of the governance of this area and the processing of receipts and payments. As we grow the ETA and the sport of Touch, it is vital that our finances are planned and controlled accordingly and that the necessary protocols and practices are in place to ensure good governance in this area. You will therefore play a central role in supporting the ETA to achieve its goals and work closely with our external advisors - Kilsby Williams.

This is a hands-on and all encompassing role that includes budget setting and management, transaction management and reporting of financial information to the CEO, the board of directors, executive committee and wider association. The Head of Finance is also involved in IT systems, taxation, compliance and risk management (working closely with the Head of Governance) and it is expected that additional personnel will be needed to fulfil the whole work area.

This role will lead the ETA's implementation of financial controls and it is expected that you will need to build a team of other volunteers around you to be able to deliver the following:

- Support the ETA in achieving its strategic vision through good financial controls and management across the organisation and sport of Touch Rugby.
- Oversee development and implementation of ETA financial policies that meet good governance standards set by Sport England and others.
- With external advisors, monitor the ETA's financial compliance with relevant laws and regulations.
- Maintain effective relationships and accountability among various internal and external stakeholders.

As part of a recent review, the ETA is updating its financial policies and processes and there will be an ongoing need to ensure these policies are kept up to date, and embedded effectively across the organisation. Over the last few years we have made changes to the way the ETA reports on and manages its finances and it is important that this process continues to improve as we move into 2022 and beyond.

Key responsibilities

- Management and processing of payments and receipts across the ETA
- Weekly / bi-weekly financial processing and management
- Monthly / quarterly management accounts reconciliation, preparation and reporting
- Annual year end (October) accounts production, preparation and relevant statutory filings.
- Providing sound financial advice, consultation and judgement on issues impacting the association.
- Assist with annual budget setting and review in coordination with the CEO and leadership team.
- Review of bank accounts, tracking receipts and payments in liaison with relevant areas of the ETA.
- Making online payments as and when requested and against agreed protocols.
- Working with the High Performance and Operations teams regarding budget and cash flow.
- Working with our external advisors on taxation and company secretarial compliance.
- Contribute to our risk management process and register.
- Putting into practice appropriate financial controls and processes across the organisation.
- Providing guidance and support across the ETA membership.

Person specification

- Relevant experience working in a finance team
- Knowledge of constitutional, legal and other compliance requirements
- Good excel skills
- Attention to detail
- Strong communication and interpersonal skills
- Able to maintain confidentiality
- Ability to be a critical thinker and to challenge colleagues and yourself to reach balanced decisions
- Aptitude to work flexibly, remotely and effectively in a team
- Familiarity with relevant accounting software
- A relevant financial qualification would be beneficial

Benefits

- #OneEngland workforce induction and welcome
- Training and development opportunities
- Inclusion in the #OneEngland workforce Rewards and Recognition Scheme
- Access to an ETA email address and Google Drive
- Membership of the ETA, including access to discounts, savings and offers of the AON Plus Scheme

Hours required: Flexible, but expect several hours per week

Key dates/events:

- Monthly accounts reconciliation, preparation and reporting
- Annual year end (October) accounts production, budget setting and annual report.
- Every two months: ETA Executive meetings (virtual)
- Every two months: ETA Board meetings (attendance may be required by invitation)

Reports to: CEO and Board Director responsible for Finance

Location: Work from home.

Becoming a part of the *#OneEngland* workforce

Our volunteers are our lifeblood, and we aim to provide the necessary training, support and development for you to be able to succeed in your role; as well as the right recognition of your efforts and achievements for you to feel valued.

You will receive an induction by the relevant team, an ETA email address and access to a Google Drive to store files and folders. You will become one of the team, accessing the newly launched Rewards and Recognition Scheme.

You will be listened to, consulted with and engaged in discussion. You will have a voice.

ETA Vision, Mission and Values

Vision: By 2030 everyone in England is aware of and has the opportunity to enjoy the game of Touch.

Mission: To become the largest and most successful Touch organisation in the World, with one million people in England enjoying our game.

Our core strategy is to build the participatory player base across an inclusive and wide range of demographics and geographies throughout England. From there, we will provide a pathway to enable them (if they so choose), to move from grass roots Touch, through to playing opportunities locally, regionally and nationally.

Our Values

INCLUSIVE

Our sport is a sport for **ALL** and we will actively promote and make available opportunities for sustained participation in Touch to the greatest number and range of people.

TRANSPARENT

Transparency is central to our fabric and underpins **our sport**. We will be open, ethical and set the highest standards in everything we do on and off the field, through honesty, integrity and fair play.

UNITED

Success in **our sport** is only achieved by working together. We will inspire unity and collaboration in all we do. We are one team, with common goals and shared values.

AMBITIOUS

We have a strong desire and determination to succeed in **our sport**. We will not limit our goals or imagination by present circumstance, we will envision ambitions beyond boundaries as we improve ourselves and the game.

RESPECT

Characterises the basis of **our sport**. We will promote respect for players, coaches, referees, volunteers and all others involved in our game at every level. Everyone has something to contribute.