

BRITISH POWERLIFTING FINANCE DIRECTOR

JOB TITLE: FINANCE DIRECTOR
REPORTING TO: CEO
BOARD POSITION: YES

GENERAL OVERVIEW OF POSITION

1. To have overall responsibility for all financial aspects of GB Powerlifting Federation Limited, including but not limited to:
 - a. Maintaining accurate accounts of all receipts and payments.
 - b. Preparing detailed financial reports for Board meetings and advising any corrective actions required.
 - c. Work closely with the CEO and other board members to ensure BP finances are sound and continue to grow.
 - d. Advising the Board on maximising returns from capital.
 - e. Using on-line banking to manage current, deposit and savings accounts to the best advantage.
 - f. Using PayPal to manage membership fees, entry fees and international team payments.
 - g. Validating and paying expense claims.
 - h. Payment of all received invoices from IPF, EPF and other sources.
 - i. Preparation of invoices.
 - j. Ensuring that the required statutory returns are made to Companies House.
 - k. Updating directors registered at Companies House, as and when required.
 - l. Notifying Companies House of any changes to the Articles agreed at General Meetings.
 - m. Entitled to claim expenses for preparation of accounts and reports.

QUALIFICATIONS AND EXPERIENCE

- a. Must be a qualified and experienced accountant, preferably chartered.
- b. Experience in dealing with sports body finances would be an advantage.
- c. Connections with an established accountancy practice would be an advantage.
- d. Must be fully proficient in the use of MS Word, Excel etc.
- e. Must be able to use Zoom and Teams.

SOFT SKILLS AND EXPECTED BEHAVIOUR

- a. Outstanding communication skills – written, verbal and presentation.
- b. Must be able to work effectively with all Board members, particularly the CEO.
- c. Must be able to deal competently with members' enquiries and expense claims.
- d. Strong planning and organisation skills adept at managing change.
- e. A team player with an open and consultative style and optimistic approach.
- f. Good self-awareness, emotional intelligence and “political instincts”.

2. Other requirements:

- a. Applicants must not have anything in their background that would bar them from being a company director.
- b. Would suit someone who is retired or semi-retired.
- c. The successful applicant will be required to sign a British Powerlifting Volunteer's Agreement.
- d. Must be or become a member of British Powerlifting.