

Job Description

Job Title : Finance Director (NED)

Key Relationships : Executive Director
Board
Chairman
Accountants

Job Purpose : To lead on the financial management for the BGA & EEA. Manage budgetary planning and build the financial reserves of the organisation. Manage cash flows and recommend investments. Assist in the development of strategy.

Key Responsibilities :

- Responsible for the management of the Company's Financial Accounts
- Liaise with the BGA/EEA Accountants on all financial matters
- Preparation of annual budgets working with the Executive Director
- The preparation of a quarterly finance report and delivery to the Executive Director and Board
- Forecasting and monitoring cash flow requirements for the business and the recommendations of investment of surplus funds
- Assist the Board with the development of the organisation's strategic plans
- Liaise with external auditors and legal advisors as required

This job description is not intended to be all-inclusive or exhaustive.

Person Specification

Skills	<ul style="list-style-type: none"> • Proven financial management expertise – able to set and manage budgets, meet financial targets effectively and delivery of value for money • Excellent people skills: able to work as part of a successful non - executive team • A highly effective communicator and able to relate to BGA's & EEA's vision and mission and core values • Motivated self starter with a commitment to ensuring the success of BGA • Strongly self motivated and results driven, entrepreneurial and creative with the ability to deliver results • Awareness and understanding of the market in which we operate
Knowledge	<ul style="list-style-type: none"> • Accountancy and Financial management
Interpersonal skills	<ul style="list-style-type: none"> • Excellent communication skills: able to form range of individual relationships at all levels both internal and external
Motivation	<ul style="list-style-type: none"> • Job satisfaction and helping others