



Role Specification: Director of Finance

Purpose

1. The role of Board Members is to provide leadership and planning for the future. It employs staff to run **horsescotland** on a day to day basis.
2. The Board must act in accordance with its rules, values, corporate objectives and legislative and regulatory duties

Roles & responsibilities

1. Leadership of the finance portfolio of **horsescotland**
2. Report to the Board on Income and Expenditure
3. Financial risks and opportunities
4. Overview the annual accounts and financial report from the appointed accountant
5. An understanding of SAGE Line 50 to support staff
6. Ensure the Company operates within the financial processes agreed by the Board
7. Be able to contribute to the overall strategic direction of **horsescotland**

Major tasks / activities

1. Set the strategy for the future by approving **horsescotland's** Strategic Plan, Action Plans and KPIs and other plans.
2. Actively support and promote a positive culture for **horsescotland** and reflect this in your own behaviour.
3. Maintain the financial viability of **horsescotland** by approving and monitoring medium and long term financial planning.
4. Approve and monitor the procedures and controls in place relating to the annual budget, the ongoing management of the budget and any funding arrangements.
5. Ensure that major things that could go wrong are taken into account when decisions are made and plans drawn up. This includes making sure major risks are regularly reviewed and understood and appropriate controls are put in place to stop them from crystallising.
6. Set and monitor key standards of performance that are critical to the success and long term viability of the organisation.

7. Monitor the quality of service that members receive and levels of member satisfaction.
8. Ensure that **horsescotland** is making best use of resources and providing value for money services.
9. Approve all strategies and high level policies, agree major changes to current business and approve major new business/projects.
10. Act as an employer for staff including arrangements for pay, conditions of service and pensions.
11. Work in partnership with senior managers to ensure the ongoing success of **horsescotland**- including providing support and encouragement, constructively challenging them and holding them to account.
12. Attend meetings and contribute positively and constructively to discussion and debates.
13. Prepare properly by reading the agenda and papers before attending a meeting.
14. Make decisions that are in the best interests of **horsescotland**.
15. Show respect to the role of the Chair and direct your comments through him/her.
16. Attend training courses as recommended by **horsescotland**.
17. Ensure that **horsescotland** promotes and delivers equality of opportunity and diversity across all aspects of its business.
18. At all times act with impartiality, integrity and closely observe confidentiality requirements.

Skills/ Experience/ Attributes required

1. Commitment to **horsescotland** values, vision, objectives and code of conduct.
2. Preferably a good grasp of equestrian issues and overall awareness of the equestrian sector.
3. Good listening and communication skills.
4. Ability to maintain, strong, constructive working relationships with other Board members, staff and partner organisations.
5. An objective approach to decision making.
6. Awareness of and commitment to upholding equality and diversity issues.
7. Enthusiastic and confident.
8. Ability to commit time and effort to attend formal committee meetings and other ad hoc meetings.