

Gymnastics Northern Ireland (GNI) Management Committee Member Role Profile (GNI Finance)

Role description & person specification

General

Management Committee Members (MCMs) are required, as members of the GNI Committee, to take responsibility for four key areas:

Strategy

Management Committee Members develop the Strategy for GNI, setting the vision, priorities, objectives and values, and ensuring that they are implemented and challenged. Working with British Gymnastics, Committee Members will ensure that the necessary human and financial resources are in place to meet its objectives.

Performance

Management Committee Members should scrutinise/ monitor their performance against their agreed priorities and objectives and report regularly on progress to the Gymnastics Community in Northern Ireland.

Risk

Management Committee Members should provide leadership of GNI ensuring risks are assessed and managed. Committee Members should satisfy themselves on the integrity of financial information including ensuring the GNI accounts are presented as a true and fair reflection of its financial performance. Financial controls and systems of risk management should be robust, defensible and monitored regularly and rigorously.

People

Management Committee Members should be aware of the interests of all stakeholders and should have a prime role in monitoring the performance and governance of the Technical Committees. The GNI Committee has overall responsibility for the Selection and Appeals sub-committee for regional, national & international representation.

Role specific skills - Finance

The overall role of the committee member with responsibility for Finance is to maintain an overview of GNI's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role will be undertaken in collaboration with a Finance sub-committee.

Specific areas of responsibility

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated parties about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

- To present financial reports to the Committee.
- To make a presentation of the accounts at the Annual General Meeting (AGM).
- To advise on the organisation's reserves policy.
- To advise on the financial implications of GNI's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of GNI.
- To chair meetings of the Finance sub-committee.
- To provide training in GNI Financial procedures to Technical Committees or Management Committee as appropriate to identified need.

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

Time Commitment Required

Up to 6 meetings per year and ad-hoc communications where necessary with various stakeholders